

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF ASSEMBLER		
S.No	Description	
1	Post Name	ASSEMBLER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs max.
4	Qualification	Certificate from a recognized ITI in Fitter trade.
5	Desirable	1. Proficiency in Assembly and matching components by machine/hand tools. 2. Assembling products having intricate components & Hydraulic & pneumatic joints.
6	Experience	02 Yrs. in same trade.
7	Preferred	Candidates having NCVT/SCVT Certificate, Higher Qualification and Experience in the relevant field of manufacturing industry will be preferred.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering drawing ,identifying and using all instruments normally used for fitting and measuring instruments like Vernier Calipers, Micrometer, Depth & height gauges etc. 2. Grinding chisels, drills, reamers, taps etc. 3. Making components to the required limits and fits for fitting jobs. 4. Making simple gauges and templates. 5. Operating various types of drill machines, debarring machine perfection in tool edge grinding, assembling components as per drawing. 6. Day to day tasks include fitting and assembling parts and sub-assemblies, shrink-fitting parts during assembly, manufacturing and repairing hydraulic and pneumatic equipment. 7. Inspecting machinery and making repairs erecting machinery and equipment on site.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF ASSEMBLER (HEARING AID)		
S.No	Description	
1	Post Name	ASSEMBLER (HEARING AID)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs max.
4	Qualification	Certificate from a recognized ITI in Electronics Mechanic/Mechanic Electronics Trade.
5	Desirable	1. Proficiency in Assembly will be preferred. 2. Assembling products having intricate components.
6	Experience	02 Yrs in same trade.
7	Preferred	1. Candidates having NCVT/SCVT Certificate and experience assembly/soldering of SMT Components its rework and operation CNC Machines shall be preferred. 2. Higher Qualification and experience in the relevant field of manufacturing industry will be preferred.
8	Job Profile	Must have thorough knowledge and experience of 1. Reading engineering dimension drawing. 2. Identifying the components as per drawing/circuit diagrams/sketches. 3. Assembling the components as per drawing/circuit diagram. 4. Various types of hand tools including electrically operated and pneumatic tools for assembly work. 5. Solder loose connections and replace defective parts such as battery contacts, chips, amplifiers, microphones, wires, receivers, etc. using microscope and precision tools. 6. Performs assembly-type functions in electronic assembly/manufacturing and repair work. Able to work with engraving machines and hand drills.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF FITTER		
S.No	Description	
1	Post Name	FITTER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs max.
4	Qualification	Certificate from a recognized ITI in Fitter trade.
5	Desirable	1. Proficiency in Assembly and matching components by machine/ hand tools. 2. Assembling products having intricate components & Hydraulic & pneumatic joints.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having NCVT/SCVT Certificate, 2. Higher Qualification and Experience in the relevant field of manufacturing industry will be preferred.
8	Job Profile	Must have thorough knowledge and experience of 1. Reading engineering drawing ,identifying and using all instruments normally used for fitting and measuring instruments like Vernier ,Calipers, Micrometer, Depth & height gauges etc. 2. Grinding chisels, drills, reamers, taps etc. 3. Making components to the required limits and fits for fitting jobs. 4. Making simple gauges and templates. 5. Operating various types of drill machines, debarring machine perfection in tool edge grinding, assembling components as per drawing. 6. Day today tasks include fitting and assembling parts and sub-assemblies, shrink-fitting parts during assembly, manufacturing and repairing hydraulic and pneumatic equipment. 7. Inspecting machinery and making repairs erecting machinery and equipment on site.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF WELDER		
S.No	Description	
1	Post Name	WELDER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs max.
4	Qualification	Certificate from a recognized ITI in Welder trade.
5	Desirable	Joints knowledge of operation of spot Welding equipment's, MIG Welding, Electric & Gas Welding, Wildings tresses.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Making welding fixtures and operation of Robotic and TIG Welding. 2. Candidates having NCVT/SCVT Certificate. 3. Higher Qualification and experience in the relevant field of manufacturing industry will be preferred.
8	Job Profile	Must have thorough knowledge and experience of 1. Operating oxy-acetylene welding equipment and be familiar with its maintenance and operation with care and efficiently. 2. Soldering and brazing. 3. Electric welding generators and transformers, MIG Welding M/concluding current adjustment. 4. Make various types of welded joints as per drawing. 5. Operation of cutting blow pipes. 6. Precautions to be observed in welding. 7. Welding standards. 8. Removal of roughs pots from work piece, using portable grinder, hand file, or scraper. 9. Welds components in flat, vertical, or overhead positions.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF MACHINIST		
S.No	Description	
1	Post Name	MACHINIST
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Machinist trade.
5	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 cutter & other tools. 5. Knowledge of operation of CNC Machines.
6	Experience	02 Yrs .in same trade.
7	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, Center less Grinding Machines, etc. 3. Deciding the suitable machine for a particular operation.
8	Job Profile	Must have thorough knowledge and experience of 1. Reading engineering dimensional drawings. 2. Feed, Speed and coolant for common materials. 3. Identifying and functions of components of various machine tools. 4. Using measuring instruments like Vernier calipers, Micrometer, dial indicator etc. 5. Using various types of cutting tools. 6. Operating various types of Milling Machines, CNC Work Centre etc. 7. Operating the particular type of machine tool efficiently. 8. Machine parts to specifications using machine tools such as milling machines, shapers and grinders. 9. Set up, adjust, and operate all of the basic machine tools and specialized or advanced variation tools in order to perform precision machining operations.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF TURNER		
S.No	Description	
1	Post Name	TURNER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Turner trade.
5	Desirable	Setting and operating similar machines like capstan, trout and turret lathes etc. will be preferred.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having higher education and NCVT/SCVT Certificate. 2. Experience of Operation of CNC Turning Centre/ trout.
8	Job Profile	Must have thorough knowledge and experience of 1. Feed, speed and coolant and experience of materials. 2. Various components and accessories of lathe, traub, capstan, torrent machine and their function. 3. Cutting of threads (internal & external) 4. Internal and external tape returning 5. Taking measurements by using Vernier Calipers, internal and external Calipers, engineering squares, scribes, micrometers, dial indicator, thread pitch gauges, etc. 6. Reading engineering dimensional drawings. 7. Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, Knurling and thread cutting operations. 8. Detecting mal functions, trouble shooting processes, adjusting and reprogramming controls, sharpening and replacing worn tools, adhering to quality assurance procedures and processes.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules**
- (ii) No age and percentage bar for Departmental Candidates**

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF Press Operator		
S.No	Description	
1	Post Name	Press Operator
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Sheet Metal Worker Trade.
5	Desirable	Heat Treatment of material and cutting tools.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having higher education and NCVT/SCVT Certificate. 2. Operating various types of presses including trimming press and press tools
8	Job Profile	Must have thorough knowledge and experience of 1. Operating the mechanical power presses & hydraulic presses of various capacities. 2. Working with various Types of press tools on power presses. 3. Precautions and safety requirements while working on the presses. 4. Measures thickness and diameter of sheet with micrometers and calipers to verify conformity to size surface specifications. 5. Setting the stroke and shut height of the pressed pending upon the requirement
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF SHEET METAL WORKER		
S.No	Description	
1	Post Name	SHEET METAL WORKER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Sheet Metal Worker Trade.
5	Desirable	Heat Treatment of material and cutting tools.
6	Experience	02 Yrs. in same trade.
7	Preferred	<ol style="list-style-type: none"> 1. Candidates having higher education and NCVT/SCVT Certificate. 2. Type of equipment and various tools required for sheet metal work. 3. Development work of various shapes required in the sheet metal work. 4. Preparing sample drawings and dimensional sketches.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering dimensional drawings. 2. Marking out, cutting and forming curved shapes 3. Process of brazing. 4. Making various types of sheet metal joints and components. 5. Layout, measure and mark pattern soft he sheet metal .Decide with the size and type of the sheet metal to be installed in heating and air-conditioning ducts. 7. Cut, bend or straighten sheet metal using power generated equipment 8. Read and interpret construction sketches and other project specifications.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF INJECTION MOULDING MACHINE OPERATOR		
S.No	Description	
1	Post Name	INJECTION MOULDING MACHINE OPERATOR
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in plastic injection moulding Trade.
5	Desirable	Experience in operation of Semi- Automatic Plastic Injection Machines.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having higher education and NCVT/SCVT Certificate. 2. Experience in operation of Automatic/CNC Injection Moulding Machines.
8	Job Profile	Must have thorough knowledge and experience of 1. Reading engineering dimensional drawings. 2. Operating of Semi-Automatic/H and moulding machines. 3. Making Components through thermos forming process. 4. Setting of temperature moulding stroke etc. 5. Use of various types instruments like Vernier , micro meter etc. 6. Knowledge of insert moulding. 7. Knowledge of testing of various types of plastic raw materials. 8. Inspects and tests parts or products for defects and to verify accuracy and adherence to standards.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF ELECTROPLATER		
S.No	Description	
1	Post Name	ELECTROPLATER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Electroplater Trade.
5	Desirable	<ol style="list-style-type: none"> 1. Making wiring diagrams 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.
6	Experience	02 Yrs. in same trade.
7	Preferred	<ol style="list-style-type: none"> 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.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. All measuring instruments encountered in electroplating and anodizing such as micrometers, calipers, thermometers, hydrometers, indicators etc. 2. Various processes involved for electroplating and anodizing such as degreasing, Cleaning, etching and preparing the component for electro depositing. 3. Carrying out electro depositing of nickel and chromium for decoration, declamatory or wear resistance purposes. 4. Preparing solution for electro deposition. 5. Storage of chemicals to prevent deterioration. 6. Understand the control of temperature in plating solution and be able to convert readings on the Fahrenheit and centigrade scale of temperature and vice versa. 7. Elementary menstruation involving calculation of areas and volumes of cylinders spheres etc. 8. Know the safety precautions to be taken in dealing with chemicals and chemical solutions. 9. Immerses work pieces in series of cleaning, plating. 10. Pickling and rinsing tanks following timed cycle manually or using hoist.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF PAINTER		
S.No	Description	
1	Post Name	PAINTER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Painter Trade.
5	Desirable	Experience in operation of Phosphating Plant and Powder Coating Painting Plant.
6	Experience	02 Yrs. in same trade.
7	Preferred	<ol style="list-style-type: none"> 1. Candidates having higher education and NCVT/SCVT Certificate. 2. Coasts of paints and other allied materials required for various jobs and estimating quantities with a fair Degree of accuracy. 3. Testing of different paints and varnishes for their specific gravity, weight per liter, viscosity, drying time etc.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Mixing and matching paints of any given shade and quantities required for a given job. 2. Carrying out block and free hand lettering in any size in English and Hindi. 3. Shaded lettering in any size and other kinds of decorative lettering. 4. Applying paints, varnishes, fillers, distempers and polishing properly. 5. Proper storage of paints and fire precautions. 6. Working and maintenance of spray painting machine, phosphating plant & tank system. 7. Cover interior walls and ceilings with wallpaper or fabrics. 8. Operate and maintain high pressure low volume spray machines & paints praying gun. 9. Smooth and prepare surfaces for painting, including sanding and removing old paint. 10. Fill nail holes, cracks, and joints with putty, plaster, or other filler.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF POLISHER		
S.No	Description	
1	Post Name	POLISHER
2	Pay Scale & Grade	Rs. 16400-56070/-,Group 'A'
3	Age limit	30 yrs. max.
4	Qualification	Matriculation Pass 12 th Pass
5	Desirable	05Yrs in field of Polishing Metal parts.
6	Experience	
7	Preferred	Candidates having experience in working of electroplating shop of light industrial engineering/public sector under taking.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Operating various types of polishing machines like bench grinders, pedestal grinders, disc sanders etc. with different types of polishing wheels. 2. Recommended speeds for grinding/polishing for different materials. 3. Prepare the polishing wheels according to material. 4. Precautions and safety requirements while working. 5. Polish and grind materials according to specifications. 6. Mark cracks and splits for repair 7. Position grinding equipment over surface. 8. Measure and mark equipment, objects, or parts to ensure polishing standard sacrament. 9. Move controls to adjust, start, or stop equipment during polishing processes.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF WOOD WORKER/CARPENTER		
S.No	Description	
1	Post Name	WOOD WORKER/ CARPENTER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Carpentry/Wood Working trade.
5	Desirable	Operating multi- spindle copy milling machine & external carving machine.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having higher education and NCVT/SCVT Certificate. 2. Knowledge of seasoning of various qualities of wood.
8	Job Profile	Must have through knowledge and experience of 1. Reading engineering dimensional drawing. 2. Making of on a surface plate. 3. Use of measuring instruments like Micrometer, Vernier Calipers & Dial indicator. 4. Make all ordinary wooden joints, sharpening and setting of bands wand circular saw. 5. Operating various wood working machines like wood turning lathe, circular saw, plainer band saw, copying machine. 6. Identifying wood for general use. 7. Listen for unusual sounds or detect excessive vibration in machinery. 8. Ensure that products meet industry and hardstand project specifications, making adjustments as necessary.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF SAW MILL OPERATOR		
S.No	Description	
1	Post Name	SAW MILL OPERATOR
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Saw Machine Operator trade.
5	Desirable	Operating multi- spindle copy milling machine & external carving machine.
6	Experience	02 Yrs. in same trade.
7	Preferred	<ol style="list-style-type: none"> 1. Candidates having higher education and NCVT/SCVT Certificate. 2. Knowledge of seasoning of various qualities of wood.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Operating various types of metal sawing machines. 2. Reading dimensional sketches. 3. Operating all cut machines for cutting irregular shapes. 4. Sharpening and resetting the blade of all out machine. 5. Sets up and operates power saws to cut, slot, groove, miter, and trim metallic and non metallic work pieces according to specifications: Selects and installs blade on machine, using hand tools. Sets controls to adjust speed, feed rate, and blade tensions. Positions guides, stops, holding blocks, or other fixtures to secure and direct work piece, using and tools and measuring devices. Scribes reference lines on material as guide for sawing operations, according to blue prints, templates, sample parts, or specifications. Mounts work piece in holding device, manually or using hoist. Operates saw to cut along scribed lines. Verifies dimensions of finished work piece, using measuring devices. May also weld and anneal saw blades.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF PIPE FITTER (PLUMBER)		
S.No	Description	
1	Post Name	Pipe Fitter (Plumber)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Plumber trade.
5	Desirable	Proficiency in plumbing work.
6	Experience	02 Yrs. in same trade.
7	Preferred	1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries. 2. Experience in underground & surface pipe line. Maintaining in manufacturing industry.
8	Job Profile	Must have through knowledge and experience of 1. Reading dimensional sketches, various types of valves, flanges & pipe fitting for the utilities and services and their maintenance. 2. Various types of threads and cutting of the same. 3. Different types of pipe support and their appropriate use. 4. Different types of tools & equipment's used for day to day maintenance of pipe work & fittings. 5. Water supply distribution system and maintenance of sanitary fittings 6. Must have knowledge of Hydrant water pipe line. 7. Pipe bending fabrication, erection, maintenance including welding techniques. 8. The incumbent must have proficient knowledge in water distribution and waste water disposal in residential, commercial and industrial buildings, relevant building codes, legislation, regulations, policies and procedures installation and maintenance.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF MILL WRIGHT		
S.No	Description	
1	Post Name	MILL WRIGHT
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Mechanic Machine Tool Maintenance (MMTM) Trade.
5	Desirable	Knowledge & experience of various machine and plant repairing in manufacturing industry.
6	Experience	02 Yrs.
7	Preferred	<ol style="list-style-type: none"> 1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries. 2. Conversant with norms of preventive maintenance of machines and equipment's.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering dimensional drawing. 2. Using various tools used for fitting work and other cutting tools. 3. Using Measuring Instruments like Vernier Calipers, engineering squares, micrometers, dial indicators, etc. 4. Pipe fitting and bending. 5. Repairing of machine and plants in respective trades like turning, milling, press, injection molding, powder coating plants, fitting, machining, welding, etc. 6. An analytical approach to problem-solving.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF MASON		
S.No	Description	
1	Post Name	MASON
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in MASON trade.
5	Desirable	1. Regarding and working to simple sketches and plans. 2. Repairing of old construction. 3. Laying of foundations for the various machines and equipment.
6	Experience	02 Yrs
7	Preferred	1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries. 2. All types of tools used for masonry work and its maintenance
8	Job Profile	Must have through knowledge and experience of 1. Proportion and properties of the various components of concrete. 2. Setting out foundations from drawings. 3. Laying out leveling pegs for a concrete floor or paving and other construction materials. 4. Fabricates, alters, repairs, and maintains walls, sidewalks, street curbs, floors, bathroom, toilets, partitions, manholes, and other related structures or surfaces. 5. Make plans and report changes if there's any to the project coordinator.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF ELECTRICIAN		
S.No	Description	
1	Post Name	ELECTRICIAN
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in ELECTRICAL trade.
5	Desirable	Operation and maintenance of HT/LT power distribution system in the plant.
6	Experience	02 Yrs.
7	Preferred	1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries. 2. Should possess electrical supervisor's license for working on HT and LT from relevant authorities.
8	Job Profile	Must have through knowledge and experience of 1. Reading electrical wiring diagrams. 2. Safety precaution while working on electrical system. 3. Detecting faults and attending break downs. 4. Giving electrical connections to the machines. 5. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes if any. 6. Advise management on whether continued operation of equipment could be hazardous.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF PLANT OPERATOR (Boiler)		
S.No	Description	
1	Post Name	PLANT OPERATOR (Boiler)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Diesel Mechanic trade.
5	Desirable	Full knowledge of operator and maintenance of Boiler House, DG Set, Pump house Compressed Air Plant and switch gear installed with sub- station panel.
6	Experience	02 Yrs. Experience in same trade
7	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 instituted.
8	Job Profile	Must have through knowledge and experience of 1. Ensure work site free from any wastage and maintain neat and clean plant site. 2. Perform trouble shoot to identify and resolve all issues efficiently and assist read all meters and gauges at regular intervals. 3. Operating and maintenance of DG Set, pump house & compressed air plant, switch gear installed with sub-station panel. 4. Maintain record of all data from equipment's such as operation, fuel consumed and all voltage base.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF PLANT OPERATOR (DG-Set)		
S.No	Description	
1	Post Name	PLANT OPERATOR (DG-Set)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Diesel Mechanic trade.
5	Desirable	Full knowledge of operator and maintenance of Boiler House, DG Set, Pump house Compressed Air Plant and switch gear installed with sub- station panel.
6	Experience	02 Yrs. Experience in same trade
7	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 Compressed Air Plant Operation & DG Set Operation.
8	Job Profile	Must have through knowledge and experience of 1. Ensure work site free from any wastage and maintain neat and clean plant site. 2. Perform trouble shoot to identify and resolve all issues efficiently and assistor read all meters and gauge sat regular intervals. 3. Operating and maintenance of DG Set, pump house & compressed air plant, switch gear installed with sub-station panel. 4. Maintain record of all data from equipment's such as operation, fuel consumed and all voltage base.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF PLANT OPERATOR (Pump House)		
S.No	Description	
1	Post Name	PLANT OPERATOR (Pump House)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Plumber Trade.
5	Desirable	Full knowledge of operator and maintenance of Pump House motors, pumps and starter.
6	Experience	02 Yrs. Experience in same trade
7	Preferred	Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Should have experience of plumber work 2. Ensure work site free from any wastage and maintain neat and clean plant site. 3. Perform trouble shoot to identify and resolve all issues efficiently and assist read all meters and gauge at regular intervals. 4. Operating and maintenance of pump house plant, motors, pumps & starter. 5. Maintain record of all data from equipment's such as operation, fuel consumed and all voltage base.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF MECHANIC (Cool Equipment)		
S.No	Description	
1	Post Name	MECHANIC (Cooling Equipment)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Refrigeration & Air Conditioning-Mechanic Trade
5	Desirable	Proficiency in installation, operation, maintenance of cool equipment.
6	Experience	02 Yrs.
7	Preferred	<ol style="list-style-type: none"> 1. Candidates having NCVT/SCVT certificate, higher qualification & experience in the relevant field of manufacturing industries. 2. Knowledge of installation & repairing of Refrigeration system, air conditioner (Window/Split)
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading layout drawings of building and equipment relating to Air conditioning system. 2. Operating air conditioning packaged units of various capacities. 3. Identifying faults like mechanical, electrical and of control systems and rectifying the same in packaged units, room air conditioners, refrigeration, etc. 4. Preventive maintenance procedures relevant to air conditioning and refrigeration equipment. 5. Repair damage and dysfunctional air-condition, heaters and coolers. Check its functions and status. 6. Must have wide knowledge in window and Split type for installation of Air-cons and Coolers. 7. Assemble and install pipe work for refrigeration/air-conditioning systems, gas refilling etc.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF DRIVER (Industrial Truck/Mech. Transport)		
S.No	Description	
1	Post Name	DRIVER (Industrial Truck/Mech. Transport)
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in Driver Cum Mechanic Trade.
5	Desirable	Candidates having L.M.V
6	Experience	02 Yrs.
7	Preferred	Candidates having H.M.V. will get preference.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Operating various types of industrial trucks like fork-lift truck plat form trucks, pallet trucks etc. for material handling within the plant. 2. Various systems like steering system, braking system, etc. of the above trucks. 3. Precise control over the maneuverability of the trucks especially on slopes and aisle corners. 4. May drive high lift trucks, counter balanced trucks, cantilever trucks, rider trucks, fork lift trucks; high lift trucks, high lift plat form trucks, low lift trucks, low lift plat form trucks, motorized hand trucks, pallet trucks, narrow waisle rider trucks, straddle trucks, reach rider trucks, single side loader rider trucks, high lift order picker rider trucks, motorized hand/rider trucks. 5. Clean and maintain vehicle, lubricate truck, recharge batteries, or fill fuel tank, lubricate truck, recharge batteries, or fill fuel tank etc.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF LAB ASSISTANT		
S.No	Description	
1	Post Name	LAB ASSISTANT
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	B.Sc. in Physics, Chemistry, Mathematics
5	Desirable	Proficiency in M.S. Office(Word, Excel & PowerPoint)
6	Experience	04 Yrs.
7	Preferred	Candidates having higher qualification & more experience in the relevant field will be preferred.
8	Job Profile	Must have through knowledge and experience of 1. Physical/Chemical testing of materials as per IS standards. 2. Instruments/Equipment's used in laboratory for testing. 3. Chemical testing of acid, consumables, plating shop chemicals etc. 4. Inspection of plating thickness & process parameters of electroplating etc. 5. Basic knowledge of Profile projector, Spectrometer, Hardness tester.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF Q.C.ASSISTANT		
S.No	Description	
1	Post Name	Q.C.ASSISTANT (Mechanical)
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	3-year Diploma in Mechanical Engineering from a recognized institute
5	Desirable	Proficiency in M.S. Office (Word, Excel & PowerPoint)
6	Experience	04 Yrs.
7	Preferred	Candidates having higher qualification & more experience in the relevant field in the manufacturing industry will be preferred.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering dimensional drawing. 2. Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials. 3. Monitor production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality and balancing file assignments. Using different type of inspection equipment like micrometer, comparators, gauges, profile projector etc. 4. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc.).
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF Q.C.ASSISTANT		
S.No	Description	
1	Post Name	Q.C.ASSISTANT (Electronic)
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	3-year Diploma in Electronic Engineering from a recognized institute
5	Desirable	Proficiency in M.S. Office (Word, Excel & PowerPoint)
6	Experience	04 Yrs.
7	Preferred	Candidates having higher qualification & more experience in the relevant field in the manufacturing industry will be preferred.
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering dimensional drawing. 2. Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials. 3. Monitor production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality and balancing file assignments. Using different type of inspection equipment like micrometer, comparators, gauges, profile projector etc. 4. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc.).
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF JIG BORER		
S.No	Description	
1	Post Name	JIG BORER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from a recognized ITI in JIG BORER Trade.
5	Desirable	12 th pass
6	Experience	02 Yrs. In similar trade
7	Preferred	–
8	Job Profile	<p>Must have through knowledge and experience of</p> <ol style="list-style-type: none"> 1. Reading engineering dimensional drawings. 2. Using precision instruments like dial indicator, Vernier calipers, slip gauges, micrometer etc. and gauges. 3. Shop mathematics and trigonometry. 4. Operating on jig boring machine and usage of accessories like facing & boring heads, universal angular table, rotary table, cantering device etc. for various types of jobs. 5. Marking of accurately on the jobs as per the drawing. 6. Clean and lubricate machines, tools, and equipment to remove grease, rust, stains, and foreign matter. 7. Monitor the feed and speed of machines during the machining process and assemble parts to make or repair machine tools.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF DRAUGHTSMAN (Mech.)		
S.No	Description	
1	Post Name	DRAUGHTSMAN (Mech).
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Matriculation Pass, Certificate from recognized ITI in Draughtsman (Mech). Trade.
5	Desirable	12 th pass
6	Experience	02 Yrs.
7	Preferred	Candidates with knowledge of Auto CAD & Tool Design will be preferred.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Establishing liaison with engineers in order to understand the nature of the project. 2. Should have ability to create manual and computer based drawings & engineering drawings of various products, tools, Jigs, Fixtures, press tools etc 3. Should have the skills to create two and three dimensional drawings. 4. The draftsman should be able to create drawings according to the requirements of the client. 5. They have to remain touch with the engineers in order to add to the value of the work or add aesthetic value to the sketches. 6. A draftsman should also in corporate changes or modifications according to the suggestions of the engineer. 7. After the completion of the initial sketches, the draftsman should present them to the engineer for appropriate implementation. 8. Must have good knowledge of Limits, Fits, & Tolerances, drawings standards as per ISI.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF EDM WIRE CUT OPERATOR		
S.No	Description	
1	Post Name	EDM WIRE CUT OPERATOR
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from recognized ITI in Machinist Trade with Wire Cut.
5	Desirable	12 th pass
6	Experience	02 Yrs. Experience with EDM Wire Cut Machine
7	Preferred	Candidates with knowledge of computer will be preferred
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Operate Wire EDM Machine and any new equipment thereafter. 2. Follow Machine Procedures, Read prints. 3. Learn set-up, power setting, and off-sets. 4. Measure parts to be machined. 5. Use comparators, tool maker's microscopes, measuring devices, gage blocks and dial indicators. 6. Do First Article inspection and inspect parts on a regular basis. 7. Count parts and fill-out the appropriate paper work. 8. Maintain a clean work area. 9. Perform regular maintenance on machines, as per machine manual.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF TOOL & DIE MAKER		
S.No	Description	
1	Post Name	TOOL & DIE MAKER
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	Certificate from a recognized ITI in Tool & Die Maker Trade.
5	Desirable	
6	Experience	05 Yrs. Experience with EDM Wire Cut Machine
7	Preferred	1. Design principles of press tools, jigs, fixtures gauges, work holding device etc. 2. Independently holding trial runs on new tooling's. 3. Identifying and rectification of defects in various types of tools.
8	Job Profile	Must have thorough knowledge and experience of 1. Reading Engineering Dimensional Drawings. 2. Develop and design new tools and dies, 3. Selection of Cutting Speeds. Feeds and Lubricants for various common materials. 4. Verify various dimensions, alignments, and clearances using measuring instrument like Vernier Calipers, Micrometers, Dial Indicator, Gauges, etc. 5. Limits fits and tolerances. 6. Heat Treatment of various materials used in the manufacture of dies, jigs, Fixtures etc. 7. Making various types of press tools, jigs, Fixtures gauges etc. 8. Using different tools normally used in fitting work and measuring instruments like Vernier Calipers Micrometer, dipterans light gauges, filler gauges etc. 9. Fit and assemble parts to make, repair, or modify dies, jigs, gauges, and tools, using machine tools and hand tools. 10. Visualize and compute dimensions, sizes, shapes, and tolerances of assemblies, based on specifications.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF PROSTHETICS & ORTHOTICS TECHNICIAN		
S.No	Description	
1	Post Name	PROSTHETICS & ORTHOTICS TECHNICIAN
2	Pay Scale & Grade	Rs. 18790-64130/-,Group 'D'
3	Age limit	34 yrs. max.
4	Qualification	Candidates having Diploma in P&O and registered with RCI
5	Desirable	Working knowledge of Computer
6	Experience	06Yrs. in relevant trade of P&O
7	Preferred	P&O Degree Experience in implementation of Govt. Scheme for disabled persons.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Experience in fabricating and fitting of artificial limbs to persons with disabilities. 2. Capable of taking measurement of the patients, trial of artificial limbs, fitting & fixing the artificial limbs etc. 3. Reading engineering dimensional drawing. 4. Candidates should be used to extensive travelling and conducting camps across the country. 5. Should be able to send/letters & database through email. 6. Able to compile & collate essential information's about disability. Manually or through automation. 7. Communicate professionally and effectively with people with disability & their family's/care givers as well as with team members, Govt. Officials, Venders etc. in order to get all necessary information, maintain records and for reportedly purpose.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF SURGICAL BOOT MAKER		
S.No	Description	
1	Post Name	SURGICAL BOOT MAKER
2	Pay Scale & Grade	Rs. 17110-58500/-, Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	8 th pass
5	Desirable	Good knowledge of entire functions of Surgical Boot Making
6	Experience	08 yrs. experience out of which 5 yrs. in Surgical Shoe making
7	Preferred	10 th pass
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Surgical Boot Making with different tools used for outing, shaping and stitching of leather. 2. Making straps, cushioning pads, curving steel rein for cements with leather etc. Efficiently & Cutting out requirements of leather for specific jobs from the leather sheet economically. 3. Fabricates boots and shoes for deformed feet according to prescription and patient's measurements: Studies prescription to determine degree of deformity and type of correction to be built into shoe. 4. Measures foot, using calipers, tape measure, rule, and other measuring devices and instruments, and applying knowledge of foot anatomy and orthopedic shoe-making techniques. 5. Makes plaster cast of foot when exact measurements are required. 6. Designs paper patterns for shoe parts and cuts out leather from pattern, using knives. 7. Marks and punches out eyelets, and inserts and clinches metal rings in holes, using eyelet riveter. 8. Tacks in sole on last and draw supper over last with pliers, tacking upper in place. 9. Inserts foam cushioning or arch support material, such as steel, leather, or cork, under in sole to support or cushion foot & Sews sole and upper together, using sewing machine. 10. Glues cork, leather, wood or rubber material to build up extension of outer sole to specified height. 11. Buffs surface of sole and curves sole upward to provide stable walking surface. 12. May fabricate arch supports which can be inserted in regular shoes.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF JUNIOR STORE KEEPER		
S.No	Description	
1	Post Name	JUNIOR STORE KEEPER
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	03 yrs Diploma in Mechanical Engineering/Graduate with minimum 55% marks from a recognized Institute/University
5	Experience	03 Year in office work in Government/PSU/Public Ltd/ Pvt. Ltd. Companies.
6	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Officer work in Government/PSU/Public Ltd. /Pvt. Ltd Companies and capacity to handle correspondence. 2. Computer knowledge on MS-Word, Excel and data entry/Tally. 3. Keeping records and maintaining correspondence regarding the receipt and inspection of materials, equipment etc. 4. Receiving, maintaining and issuing materials etc. 5. Preparing necessary statements for inventory control and other details. 6. Any other duties assigned by head or the Controlling Officer of the section/division from time to time.
7	Method of Selection	Written Test or Skill test or both
8	Mode of Selection	Direct Recruitment
9	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF ACCOUNTANT		
S.No	Description	
1	Post Name	ACCOUNTANT
2	Pay Scale & Grade	Rs. 18790-64130/-,Group 'D'
3	Age limit	34 yrs. max.
4	Qualification	Graduate in Commerce
5	Desirable	
6	Experience	04 Yrs. in field of Accounting functions.
7	Preferred	Experience in Tally
8	Job Profile	Must have knowledge and experience in Accounting Function with adequate knowledge of computer operation.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF SYSTEMS ASSISTANT		
S.No	Description	
1	Post Name	SYSTEMS ASSISTANT
2	Pay Scale & Grade	Rs. 17820-61130/-,Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	Full time BCA from Recognized University
5	Desirable	
6	Experience	04Yrs.,(One year in RDBMS like or allies essential with VB/D2K,SQL,PLSQL)
7	Preferred	–
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. The incumbents required to provide assistance to officers in matters related to IT collection/compilation of database documentation and dissemination of information. 2. Good knowledge of MS Office, Internet, R.D.B.M.S. 3. Server operation & should Maintain and manage computer processing logs and documents. And maintenance of procedures manuals for computer operations & Application Software etc. 4. Working knowledge of systems commands, sub system configurations, and other server utility's/w etc. 5. Assisting in providing the security and confidentiality of the data maintained by Information Services. 6. Maintaining an effective periodic systems backup as scheduled or required 7. Data feeding related activities
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF DATA ENTRY OPERATOR		
S.No	Description	
1	Post Name	DATA ENTRY OPERATOR
2	Pay Scale & Grade	Rs. 17110-58500/-,Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	10+2 OR Equivalent with recognized board/University O Level Certificate/Diploma in Computer/Computer Application.
5	Desirable	
6	Experience	02 Yrs.,(One year in RDBMS like or allies essential with VB/D2K,SQL,PLSQL)
7	Preferred	–
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. The incumbents required to provide assistance to officers in matters related to IT collection/compilation of database documentation and dissemination of information. 2. Good knowledge of MS Office, Internet, R.D.B.M.S. 3. Computer operator should Maintain and manage computer processing logs and documents and assisting in the maintenance of all run and procedures manuals for computer operations. 4. Maintaining a working knowledge of systems commands, sub system configurations, and job control. 5. Assisting in providing for the security and confidentiality of the data maintained by Information Services. 6. Maintaining an effective systems backup schedule as scheduled.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF MALI

S.No	Description	
1	Post Name	MALI
2	Pay Scale & Grade	Rs. 16400-56070/-,Group 'A'
3	Age limit	28 yrs. max.
4	Qualification	Matriculation Pass
5	Desirable	
6	Experience	02 Year in similar capacity
7	Preferred	
8	Job Profile	Must have thorough knowledge and experience of 1. Up keeping, Cleaning and maintaining daily continuously during whole shift of lawn. 2. Lying out of gardens, small farms etc. 3. Flower and vegetable plants including their seasonal cycles, fertilizer and water requirement etc.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF SAFAI KARAMCHARI		
S.No	Description	
1	Post Name	SAFAI KARAMCHARI
2	Pay Scale & Grade	Rs.16400-56070/-,Group 'A'
3	Age limit	28 yrs. max.
4	Qualification	Matriculation Pass
5	Desirable	
6	Experience	02 Yrs in similar capacity
7	Preferred	
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Up keeping, Cleaning and maintaining daily continuously during whole shift in all covered production areas. 2. Picking, Sweeping, Mopping, Washing, washing with detergent over floors or whenever required. 3. Mopping with dry/wet cloths Complete with removal of cobwebs, cleaning of window glasses, keeping the dustbin cleans at all times and places the dustbin accordingly.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217(U.P.)**

RECRUITMENT RULE FOR THE POST OF UNSKILLED WORKER		
S.No	Description	
1	Post Name	Unskilled Worker
2	Pay Scale & Grade	Rs.16400-56070/-,Group 'A'
3	Age limit	28 yrs. max.
4	Qualification	Matriculation Pass
5	Desirable	
6	Experience	02 Yrs.
7	Preferred	Candidates having working experience in light engineering industry/ Public sector undertaking.
8	Job Profile	Generally, the work performed by labor in industrial undertaking.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF PEON MESSENGER		
S.No	Description	
1	Post Name	Peon Messenger
2	Pay Scale & Grade	Rs.16400-56070/-,Group 'A'
3	Age limit	28 yrs. max.
4	Qualification	Matriculation Pass
5	Desirable	Ability to write & Read English
6	Experience	02 Yrs
7	Preferred	12 th pass
8	Job Profile	<ol style="list-style-type: none">1. Daak Dispatch, Daak Collection and segregation of documents received from various departments.2. Proper distribution of Daak to the relevant departments.3. Cleaning table, Computer, Printer etc.4. All other work assigned by Head of Department.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF LIBRARY ASSISTANT		
S.No	Description	
1	Post Name	LIBRARY ASSISTANT
2	Pay Scale & Grade	Rs. 17110-58500/-,Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	ITI in Library and Information Science
5	Desirable	Graduate in any Discipline from Recognized University
6	Experience	02 Yrs.
7	Preferred	1. Proficiency in M.S. Office (Word, Excel & PowerPoint) 2. Bachelor Degree in Library Science.
8	Job Profile	1. Fundamental knowledge of library circulation processes & Library procedures including codification systems, indexing techniques, references etc. 2. Strong and up-keep of books/periodicals/journals etc. 3. Acquisition procedure of books and others library material. 4. Preparation of bibliographies, extraction etc. 5. Maintenance of library Files, cards, indexes etc. 6. Handling general library correspondence.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR - 209217(U.P.)**

RECRUITMENT RULE FOR THE POST OF BOOK BINDER

S.No	Description	
1	Post Name	BOOK BINDER
2	Pay Scale & Grade	Rs. 17110-58500/-,Group'B'
3	Age limit	30 yrs. max.
4	Qualification	Certificate from recognized ITI in Book Binder trade.
5	Desirable	Well- worth knowledge of various types of paper cutting machines.
6	Experience	02 Yrs.
7	Preferred	
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Book Binding, Spiral Binding, Paper Cutting, Paper Folding, indexing, Packing techniques, reference etc. 2. Acquisition procedure of Books and other Library materials. Attached papers to tops and bottoms of book bodies, using sewing machines, or glue end papers and signatures together along spines, using brushes or glue machines. 3. Compress sewed or glued signature store duce books to required thicknesses, using and processors mashing machines. Cut binder boards to specified dimensions, using boards hears, hand cutters, or cutting machines. 4. Imprint and emboss lettering, designs, or numbers on covers, using gold, silver, or colored foil, and stamping machines. 5. Insert book bodies in devices that form back edges of books into convex shapes and produce grooves that facilitate attachment of covers. Perform highly skilled hand finishing operations, such as grooving and lettering, to bind books. 6. Trim edges of books to size, using cutting or book trimming machines or hand cutters. Repair, restore, and rebind old or damaged books, including rare books.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF OPERATOR (Off-Set Printing)		
S.No	Description	
1	Post Name	OPERATOR (Off-Set Printing)
2	Pay Scale & Grade	Rs. 17110-58500/-,Group 'B'
3	Age limit	30 yrs. max.
4	Qualification	Matriculation, Certificate from a recognized ITI in Offset Printer trade.
5	Desirable	Good knowledge of entire function of Off –Set printing
6	Experience	02 Yrs.
7	Preferred	Reference will be given to certificate Holder in Off-Set printing.
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Off-Set Printing Machine & Techniques. 2. Coral Draw, Adobe Photoshop and other graphical software. Run several presses with different size and color capacities. 3. Install the printing plate with the images to be printed. 4. Ink the presses, load paper, and adjust the press to the paper size & ensure that paper and ink meet specifications 5. Adjust the flow of ink to the inking rollers accordingly. 6. Guide paper through the press cylinders and adjust feed and tension controls. 7. Monitor their operation and keep the paper feeders well stocked. 8. Make adjustments to manage ink distribution, speed, and temperature in the drying chamber. 9. Perform digital, electrostatic, and ink-jet printing. 10. Transfer files, blend colors, and proof images electronically using digital presses.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF RECEPTIONIST		
S.No	Description	
1	Post Name	Receptionist
2	Pay Scale & Grade	Rs.17820-61130/-, Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	Candidates should possess Bachelor's Degree of a recognized university with fluency in speaking English and Hindi with certificate in operation of PBX boards from the Indian Posts and Telegraphs Department or its equivalent
5	Desirable	Proficiency in M.S Office (Word, Excel & Power Point)
6	Experience	04 Yrs.
7	Preferred	
8	Job Profile	<p>Must have thorough knowledge and experience of</p> <ol style="list-style-type: none"> 1. Speaking Hindi and English fluently and clearly. 2. Maintaining the record of the visitors, as per company's policy. Guiding the visitors to the proper departments and officers. 3. Capable to take calls and guiding the callers & respond to public inquiries. 4. Assist in the planning and preparation of meetings, conferences and conference etc. 5. Re-direct calls as appropriate and take adequate messages when required. 6. Greet, assist and/or direct students, visitors and the general public. 7. Assist the staff as requested and provide administrative services, perform other related duties as required. 8. Receive, direct and relay telephone messages and fax messages. 9. Maintains safe and clean reception area by complying with procedures, rules, and regulations.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)**

RECRUITMENT RULE FOR THE POST OF STENOGRAPHER		
S.No	Description	
1	Post Name	Stenographer
2	Pay Scale & Grade	Rs. 17820-61130/-, Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	Graduate in any Discipline from Recognized University and Certificate/Diploma from a recognized ITI/Govt. Polytechnic in Stenography trade. Speed in shorthand : 80 words per minute in English Speed in Type writing : 40 words per minute English Transcription : 40 mts (English) on Computer
5	Desirable	Knowledge of Hindi Stenography
6	Experience	02 Yrs.
8	Job Profile	Must have thorough knowledge and experience of 1. Takes dictation in shorthand of correspondence, reports and other matter, and transcribe dictated material. 2. Performs variety of clerical duties. 3. May perform stenographic duties in professional office. 4. Ability to understand and execute oral and written instructions. 5. Ability to establish and maintain effective working relation as necessitated by work assignments.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF JUNIOR CLERK/ASSISTANT		
S.No	Description	
1	Post Name	JUNIOR CLERK/ASSISTANT
2	Pay Scale & Grade	Rs. 17820-61130/-, Group 'C'
3	Age limit	32 yrs. max.
4	Qualification	Graduate in any discipline from a recognized University and Min 6 months Certificate Course in Computer Application. English Typing @30w.p.m.on Computer or Hindi Typing @ 25 w.p.m on Computer
5	Desirable	Capable to handle Correspondence
6	Experience	04 Yrs. Of Relevant Experience
7	Preferred	Working knowledge on Computer
8	Job Profile	Must have thorough knowledge and experience of 1. English Typing @30 w.p.m. on computer or Hindi Typing @25 w.p.m. on computer. 2. To help technical staff in day-to-day work including movements & maintenances of files/ E-Files, record keeping, dak distribution etc. 3. Any other duties assigned by head or the Controlling Officer of the section/division from time to time.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF HINDI TRANSLATOR

S.No	Description	
1	Post Name	HINDI TRANSLATOR
2	Pay Scale & Grade	Rs. 18790-64130/-, Group 'D'
3	Age limit	34 yrs. max.
4	Qualification	Bachelor's Degree in Hindi with English up to Degree level or Bachelor's Degree in English with Hindi up to Degree level and Post Graduate Diploma/ Degree in translation from recognized Institute/University.
5	Desirable	Master's Degree from a recognized university in Hindi or English with Hindi and English as compulsory or elective subjects or as the medium of examination at the degree level. Two years' experience of translation work from Hindi to English and vice versa in Central or State Government Department including Government of India Undertakings and working knowledge of computer application or equivalent.
6	Experience	06 Yrs.
7	Preferred	Preference will be given to those having journalistic experience and aptitude for Public relations work and knowledge of Sanskrit or other Indian Language
8	Job Profile	Terminology work in Hindi or translation from English to Hindi & vice-versa, preferably of technical or scientific nature in Government/Semi-Government/PSU /Autonomous bodies.
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR – 209217 (U.P.)

RECRUITMENT RULE FOR THE POST OF NURSING/MEDICAL ASSISTANT		
S.No	Description	
1	Post Name	NURSING/MEDICAL ASSISTANT
2	Pay Scale & Grade	Rs. 18790-64130 /-, Group 'D'
3	Age limit	34 yrs. max.
4	Qualification	Diploma in Nursing/Operation Theater from Recognized Medical Health Service
5	Desirable	Registration in Pharmacy Council of State/Center.
6	Experience	06 Yrs.
7	Preferred	
8	Job Profile	<ol style="list-style-type: none"> 1. Report to clinical coordinator or practice administrator. 2. Perform nursing procedures under supervision of physician or physician assistant. 3. Assist physician and physician assistant in exam rooms. 4. Escort patients to exam rooms, interviews patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart. 5. Give instructions to patients as instructed by physician or physician assistant. 6. Ensure all related reports, labs and information is filed is available in patients' medical records prior to their appointment. 7. Keep exam rooms stocked with adequate medical supplies, maintain instruments, and prepare sterilization as required. 8. Triage and process messages from patients and front office staff to physicians and physician assistants. 9. Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization etc.) 10. All other duties as assigned by clinical coordinator or practice administrator
9	Method of Selection	Written Test or Skill test or both
10	Mode of Selection	Direct Recruitment
11	Period of Probation	One Year, extendable

Note:

- (i) Age relaxation as per Government Rules
- (ii) No age and percentage bar for Departmental Candidates