

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)
G.T. ROAD, KANPUR- 209 217 (U.P.)**

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a PSU under Ministry of Social Justice and Empowerment, New Delhi (ISO 9001: 2008) is a growth oriented company, engaged in the manufacture and supply of quality Rehabilitation Aids & Appliances for Persons with Disabilities.

In order to augment manpower resources, ALIMCO is looking for dynamic and goal oriented professionals in following areas , who could effectively contribute towards future growth of ALIMCO including Headquarter at Kanpur, its Auxiliary Production Centres at Bangalore, Bhubaneswar, Jabalpur & Chanalon (Punjab), its Regional Marketing Centres at Delhi, Kolkata and Mumbai, Hyderabad & Outreach Centre at Guwahati.

S. No	Post Code	Post	Grade	Pay Scale	Annual CTC (Rs.)	Upper age limit as on 01.12.14	Category	No. of Vacancy	Place of Posting
1	HR/01	General Manager (Production)	E-7	43200-66000/-	1667100/-	55	UR	1	Kanpur
2	HR/02	General Manager (Project & Commercial)	E-7	43200-66000/-	1667100/-	55	UR	1	Kanpur
3	HR/03	Manager (Finance)	E-4	29,100-54,500/-	1122984/-	46	UR	1	Kanpur
4	HR/04	Manager (Project Management)	E-4	29,100-54,500/-	1122984/-	46	UR	Mech.-1 Civil -1	Kanpur
5	HR/05	Dy. Manager (Marketing)	E-3	24900 – 50500/-	960900/-	43	OBC	1	Any where in India
6	HR/06	Internal Auditor	E-2	20600 – 46500/-	794964/-	40	UR	1	Kanpur
7	HR/07	Officer (P&O)	E-0	12600-32500/-	486240/-	34	UR-3 OBC-1 SC-1	5	Any where in India
8	HR/08	Marketing Officer	E-0	12600-32500/-	486240/-	34	UR-5 OBC-1 SC-1	7	Any where in India

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

01. General Manager (Production)

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) A recognized engineering degree in Mechanical / Production / Manufacturing with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Materials / Marketing/ TQM or other management discipline.
- b) A minimum 18 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector /multi product engineering industry with eight years at senior management capacity in production engineering / rehabilitation engineering. Should have worked in immediate lower scale for at least 02 years. Candidate should have experience in manufacturing process, marketing, State-of-the-Art techniques of Production , manufacturing process, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances. Excellent management, interpersonal and team work skills and communication abilities at all levels.

02. General Manager (Project & Commercial)

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials / Marketing/ TQM or other management discipline.
- b) A minimum 18 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector in projects /production/ materials Management with eight years at senior management capacity. Should have worked in immediate lower scale for at least 02 years. Experience in making estimates, project planning, execution and management techniques such as PERT / CPM is essential. Candidate should be able to handle large scale projects independently, make executable plans, analyze critical activities and offer viable solutions. Knowledge in manufacturing process, Production, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances would be preferred. Adequate knowledge of purchase procedures of PSUs, SCM, logistics management, CRM etc. Sound knowledge of import and export is essential. Candidates having exposure in handling turn key projects of sizeable value of engineering industry will be preferred.

03. Manager (Finance)

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
- b) A minimum 12 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector in finance & Accounts with two years at Departmental Head position handling Finance, Taxes, Balance Sheet and other function . Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The position requires the candidate to have thorough knowledge of General Accounting, Corporate Book Keeping, Revised Schedule VI and Chart of Accounts, Taxation, Pay Roll, Revenue Billing, Cost Accounting, Budget preparation, Stores Accounting and Sales Accounting. He shall be required to be conversant with statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws as he would be a part of Tender

Recommendation Committee. He should independently finalize the Balance Sheet after consolidation and should have the ability to monitor maintenance of Cost Records.

04. Manager (Project Management)

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) A recognized engineering degree in Mechanical / Electrical/Electronics/ Civil with minimum 55% marks (Desirable 60%). Masters Degree in any engineering discipline or PG Degree/ PG Diploma with specialization in Projects Management / Contract Management / Materials Management.
- b) A minimum 12 years post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector in projects/ production/ materials department with two years should be in Projects execution and management including commercial expertise in senior capacity. 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 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.

05. Dy. Manager (Marketing)

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) A recognized engineering degree with minimum 55% marks (Desirable 60%) with MBA/ PG Diploma with specialization in Marketing discipline.
- b) A minimum 10 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing . Should have worked in immediate lower scale for at least 02 years. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS on large domain, convergence with logistics will be preferred. Basic knowledge of Computer is essential.

06. Internal Auditor

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India.
- b) A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in the audit department. Those working in PSU/Govt. should have worked in immediate lower scale for at least 02 years. The candidates should have the ability to plan the audit on a monthly, quarterly and on annual basis covering all the aspects of internal control, checks and balances. The candidate should be conversant and should be capable of carrying out independent audit and suggest remedial measures and should be able to install Effective and Reliable Management Information System and e Performance Budgeting System and to assist and suggest to the top Management on all matters relating to market research, export promotion and publicity and also provide data for planning of production through futuristic market trends. The candidate should be able to review implementation of all policy matters and to review implementation of various Government Schemes. The candidate should have good

knowledge and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws and should have sound knowledge of systems and its implementation.

07. Officer P&O

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) RCI recognized P & O Degree / P&O Diploma from recognized institute.
- b) A minimum 2 years post qualification experience for Degree Holders and 8 Years for Diploma Holders in fabricating and fitting artificial limbs to persons with disabilities. Should be capable of maintain database on-line of the beneficiaries served under various scheme (ADIP, ADIP-SSA) of Govt. of India. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable.
- c) Candidate should have basic knowledge in the field of Rehabilitation Engineering / Production as well as Certification / Approval Procedures. Skills on MS Office is essential. Excellent management, interpersonal & team work skills and communication abilities at all levels. Event organizing skills will be preferred.

08. Marketing Officer

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- a) A recognized engineering degree with minimum 55% marks (Desirable 60%). MBA/ PG Diploma with specialization in Marketing discipline will be preferred.
- b) A minimum 2 years post qualification experience in Govt. Department related to Disability/ Rehabilitation /Public Sector Undertaking or Reputed Private Manufacturing Sector or organization which has large network base across the country in sales / marketing. Knowledge of market development, market research activities, marketing techniques, market assessment and forecasting procedures is desirable. Knowledge and experience of Artificial Limbs and Rehabilitation Aids etc. will be preferred. Candidate should have basic knowledge in the field of Rehabilitation Engineering / Production as well as Certification / Approval Procedures. Skills on MS Office is essential. Excellent management, interpersonal & team work skills and communication abilities at all levels.

SELECTION PROCESS :

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

RELAXATION FOR SC/ST/PWD/OBC CANDIDATES :

As per Government Guidelines.

GENERAL CONDITIONS:

1. The candidate should not have exceeded the age limits as on 01 Dec, 2014.
2. The candidates having minimum adequate experience in multi-unit Public Sector Undertaking/Large Manufacturing Organisations of repute, will be preferred.
3. Persons working under Central/State Govt./Public Sector Undertaking should submit their application 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 pending or contemplated against the officer. Integrity certificate and a statement of major / minor penalty imposed if any in past may also be sent along with all documents. They may, however, send one advance copy of the application along with requisite enclosures and may produce NO OBJECTION CERTIFICATE at the time of interview, from their Employer.
4. Candidates, who have left a PSU after availing Voluntary retirement, if selected, will be required to return the VRS compensation received to the PSU concerned.
5. The candidates applying should ensure that they fulfil all eligibility conditions. Their admission at all the stages of the Interview will be purely provisional subject to satisfying the prescribed eligibility conditions.
6. In case it is detected at any stage that a candidate does not fulfil 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.
7. The decision of the ALIMCO as to the eligibility or otherwise of a candidate for admission to the Interview shall be final.
8. The Management reserves the right to call suitable/short-listed candidates for test/interview.
9. Though place of posting will be as indicated in this advertisement, the candidates are transferable to anywhere in India.
10. Only Indian National need apply.
11. All the applicants should invariably have good computer and communication skills.
12. The management reserves the right to increase / decrease the number of posts against the advertised post depending upon the availability of suitable / non-suitable candidates or otherwise.
13. The management reserves the right to consider candidates for lower posts / grade or not fill up any of the posts if no candidate is found suitable.
14. In case no suitable candidate is found, Management may consider for appointment of the candidate on contract basis relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
15. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process without assigning any reason. Merely meeting the above qualifications and experience shall not entitle a candidate to be called for Interview / Selection process.
16. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Kanpur and courts / tribunals / forums at Kanpur only shall have sole and exclusive jurisdiction to try any such cause /dispute.
17. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
18. The candidates called for the Personal Interview will be reimbursed return rail / bus fare by shortest route as per the rules of the Corporation i.e. IAC, IAC in Rajdhani / Executive class in Shatabadi for

- post at Sl.No. 1 to 2, II AC/ AC Chair in Shatabadi AC 3 Tier in Rajdhani Express for posts at Sl. No. 3 to 6 and I class / IIIAC for post at Sl. No.7 to 8, on production of proof of journey.
19. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC/PH) for which required documentary proof need to be attached with the application. If later found that such a statement is false, the candidate will be liable for suitable action including termination and prosecution.
 20. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
 21. Management may consider appointments on deputation basis if eligible candidates are found. However, the deputation period in respect of employee appointed on deputation from Central/State Govt. Deptt. or PSUs shall be for a period of three years.
 22. In addition to basic pay the selected candidate would be entitled for DA, HRA, Perks (50% of basic) and other benefits like PF contribution of 12%, hospitalization facilities under Medical Rules, Gratuity, earned leave and casual leave as per the rules of the Corporation.
 23. Depending upon the place of posting the candidates with knowledge of local regional languages would be preferred.
 24. ALIMCO would not be responsible for any postal delay/loss in transit in submission of documents with in specified time.

HOW TO APPLY:

1. Candidates must apply in the Common Application Format devised by ALIMCO.
2. Candidates should ensure that they have filled the Application Format complete in all respects legibly.
3. Applications in the prescribed format along with attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and non refundable Demand Draft of Rs. 500/- (SC / ST and PH exempted) drawn in favour of ALIMCO, payable at Kanpur, may be sent to the Manager (Pers. & Admn.), ALIMCO, Naramau, G. T. Road, Kanpur-209 217. The 'Advt. No.' 'Category' and the 'Post Applied For' should be mentioned on the envelope so as to reach on or before the closing date. Incomplete applications are liable to be summarily rejected.
4. Candidate should clearly 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 reach ALIMCO Office on or before the prescribed closing date.

Documents to be enclosed :

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates (Degree, PG Degree and Doctorate).
3. Latest copy of Pay Slip
4. Copies of proof of experience.
5. Demand Draft.
6. Copy of Caste Certificate – SC/ST/OBC (in case of OBC a self undertaking on non-creamy layer status).
7. Copy of Certificate of disability in case of Physically Handicapped.

Note: For any clarification contact Manager (P&A) at sm_ad@artlimbs.com
