

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**(A Govt. of India Undertaking****G.T. ROAD, KANPUR-208016 (U.P.)**

ISO 9001:2008



Invites applications for the post of Senior Manager (P&A), Senior Manager (Technical), Accounts Officer, Assistant Engineer, Secretary to CMD, and Management Trainees (Marketing, HR & Legal, Public Relations). Last date for receipt of applications in ALIMCO is 15 Sept 11. For details, log in to Website www.artlimbs.com

Ref. No. CMD 2 E 83**Dated 19 Aug 11**

Adv. No. CMD 2 E 83

Closing Date : 15 September 11

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**(A GOVERNMENT OF INDIA UNDERTAKING)****G.T. ROAD, KANPUR-208016 (U.P.)**

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a growth oriented ISO 9001: 2008 company, engaged in the manufacture and supply of quality Rehabilitation Aids & Appliances for Persons with Disabilities, invites applications from dynamic and goal oriented candidates for the following posts for its Headquarter at Kanpur and for its Auxiliary Production Centres at Bengaluru, Bhubaneshwar, Jabalpur, Chanalon (Punjab), its Regional Marketing Centres at Delhi, Kolkata and Mumbai and Outreach Centre at Guwahati.

Sl. No.	Post	Grade	Pay Scale (Rs)	No. of Posts				Place of posting
				Gen	SC	OBC	Total	
1.	Sr. Manager (Pers & Admn)	E-5	.32,900-58,000/-	01	----	----	01	Kanpur
2.	Sr. Manager (Technical)	E-5	.32,900-58,000/-	02	01	----	03	Kanpur & other Units
3.	Accounts Officer	E-1	.16,400-40,500/-	03	---	01	04	- DO -
4.	Assistant Engineer	E-1	.16,400-40,500/-	06	01	02	09	- DO -
5.	Secretary to CMD	E-1	.16,400-40,500/-	01	--	--	01	Kanpur
6.	Management Trainees	E-0	.12,600-32,500/-	05	01	02	08	Kanpur & other Units.

QUALIFICATIONS, EXPERIENCE AND JOB SPECIFICATION :

(A) SENIOR MANAGER (P & A) :

- (i) A recognized full time degree with full time MBA having specialization in HRD/PG Diploma in HRD from a reputed institute and additional qualification in Law.
- (ii) Minimum 15 years post qualification experience in Personnel & Administration and Industrial Relations Department of a Central Public Sector Undertaking/manufacturing industry out of which at least 05 years experience should be in the senior capacity in the immediate lower grade/capacity. Knowledge of Pers. & Admn., Labour Laws, Recruitment Roaster, Factories Act and other industrial legislations, DPE Guidelines, Government Guidelines etc. is essential.
- (iii) Age 50 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(B) SENIOR MANAGER (TECHNICAL) :

- (i) A recognized degree in Mechanical/Production/Electrical Engineering/Manufacturing Sciences. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials, Marketing, TQM or other management disciplines is desirable.
- (ii) Minimum 15 years post qualification experience of working in Production/Marketing/Materials Management Department of a Central Public Sector Undertaking/manufacturing industry out of which at least 05 years experience should be in the senior capacity in the immediate lower grade/capacity. Candidates with knowledge and experience in State-of-the-Art techniques of Production, Marketing, Manufacturing Processes, Supply Chain Management, Inventory Control, and having leadership qualities to handle technical/non-technical staff will be preferred.
- (iii) Age 50 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(C) ACCOUNTS OFFICER :

- (i) Should be a qualified ICWA/CA
- (ii) Minimum 05 years of post qualification experience in the Accounts Department of a manufacturing industry. Should have thorough knowledge and experience of Taxation, Insurance, Banking, Finalization of Accounts, Maintenance of Finance & Accounts independently. Knowledge of IFRS, DTC, GST, XBRL, Company Law is preferable.
- (iii) Age 40 years maximum, relaxable for internal candidates/exceptionally qualified and experienced candidates.

(D) **ASSISTANT ENGINEER** :

(i) **AE (Production Planning)** :

Recognised Degree/Diploma in Mechanical/Production Engineering.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Production Engineering Department of a Central Public Sector Undertaking/manufacturing industry. At least 03 years experience in production planning and scheduling along with knowledge of modern manufacturing techniques of production planning and inventory control is essential. Persons having additional qualification/experience in production control and Project Management, PERT/CPM etc. will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(ii) **AE (Tool & Die Design)** :

Recognised Degree/Diploma in Mechanical/Production Engineering.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Tool Room/Tool Design Department of a Central Public Sector Undertaking/manufacturing industry. At least 03 years experience in Tool & Die Design along with knowledge of designing Jigs, Fixtures, Press Tools and Plastic Moulding Dies etc. is essential. Candidates having knowledge of materials, tolerances, and preparation of technical specifications will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(iii) **AE (Process Planning Methods & Ind. Engineering)** :

Recognised Degree/Diploma in Mechanical/Production Engineering. Post Graduate qualification in Industrial Engineering will be preferred.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Production Methods and Industrial Engineering Department of a Central Public Sector Undertaking/manufacturing industry. At least three years experience in process planning and preparation of process sheets and Industrial Engineering functions along with knowledge of methods engineering techniques, methods analysis, estimation of process timings and experience in selection of Jigs, Fixtures and Tooling are essential. Persons with knowledge of incentive schemes and their applications, manpower planning techniques etc. will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(iv) **AE (Maintenance)** :

Recognized Degree/Diploma in Mechanical/Electrical/Electronics/Civil Engineering.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Maintenance Department of a Central Public Sector Undertaking/manufacturing industry out of which at least three years experience in supervisory capacity is essential. Knowledge of Preventive Maintenance Techniques, Safety Regulations, Electricity Act & Rules, Boiler Regulations etc. and experience in installation of equipment and machinery is essential.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(v) **AE (Production)** :

Recognised Degree/Diploma in Mechanical/Production Engineering/ Manufacturing Sciences.

Minimum post qualification experience of 05 years on shop floor for degree holders and 15 years for diploma holders in the Production Department/Assembly Shop of a Central Public Sector Undertaking/manufacturing industry out of which 03 years experience in supervisory capacity along with knowledge of modern machine tools, manufacturing processes, tolerances, modern production management techniques, assembly line techniques etc. is essential. Knowledge of labour law will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(vi) **AE (Design & Development)** :

Recognised Degree/Diploma in Mechanical/Electrical/Electronics Engineering.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in the Design/Drawing office of a Central Public Sector Undertaking/manufacturing industry or research organisation of repute, out of which 03 years experience in dealing with development of prototypes of mechanical/electro-mechanical products and preparation of drawings, material specifications and part lists along with knowledge of drawing office standards and codes, manufacturing processes, modern production equipment and tools is essential. Candidates with knowledge and experience in design/testing of prototype samples, conversion of drawing/design and manufacturing data into metric system as also IS Specifications will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(vii) **AE (Quality Control)** :

Recognized Degree/Diploma in Mechanical/Production Engineering/Materials Sciences.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Inspection/Quality Control Deptt. of a Central Public Sector Undertaking/manufacturing industry, out of which 03 years experience in supervisory capacity with knowledge of inspection procedures, test methods and use of modern test equipment and facilities, quality control techniques including SQC/TQM and testing webs, ISO Practices, BIS Procedures is essential.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(viii) **AE (Projects)** :

Recognized Degree/Diploma in Mechanical/Electrical/Civil Engineering.

Minimum post qualification experience of 05 years for degree holders and 15 years for diploma holders in Projects Department of a Central Public Sector Undertaking/manufacturing industry out of which 03 years experience in handling projects involving Civil Construction, Mechanical/Electrical work and Project planning/management including Project Management, PERT/CPM etc. techniques is essential.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(ix) **AE (Software)** :

Recognised Degree in Engineering preferably with MCA qualification as full time course with specialization in “Computer Integrated Manufacturing” (CIM) Systems with a minimum of 05 years post qualification experience in software development in a Central Public Sector Undertaking/manufacturing industry (engineering) using Oracle9i Client Server (RDBMS) in an Integrated OLTP/Real Time/ERP Application Environment, Proficiency in D2K, Net and knowledge of HTML, JAVA, Website Designing Tools and CAD/CAM application is desirable.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(E) **SECRETARY TO CMD** :

Graduate with pleasing personality, excellent at PR and excellent self drafting skills, having good knowledge and speed of Shorthand, Typing and proficiency in Computer (MS Office and Internet etc.). Minimum of 05 years experience of having worked as ‘Secretary to CEO’ or equivalent preferably of a Central Public Sector Undertaking. Persons with PG Diploma/Degree in Management/Secretarial Practice having excellent communication/computer skills will be preferred.

Age 40 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

(F) **MANAGEMENT TRAINEES** :

(i) **HR & Legal** :

Graduate in any discipline with MBA as a full time course in HR from an institute of repute. Candidates having experience in HR and possessing degree in Law and specialization in Labour Laws with experience in a Central Public Sector Undertaking/manufacturing industry will be preferred.

Age 30 years maximum.

(ii) **Marketing** :

Graduate in any discipline with MBA as a full time course having specialization in Marketing and Supply Chain Management from a reputed institute. Candidates having working experience in Marketing in a Central Public Sector Undertaking/manufacturing industry dealing with consumer goods will be preferred.

Age 30 years maximum.

(iii) **Public Relation Officer** :

Graduate in any discipline having pleasing personality with MBA/MSW/Post Graduate in Mass Communication as a full time course from a reputed institute. Candidates having experience in liaison with print/electronic media and State/Central Government organizations, exposure to modern publicity techniques and excellent communication/computer skills and having experience in a Central Public Sector Undertaking/manufacturing industry will be preferred.

Age 30 years maximum.

SELECTION PROCESS :

Personal Interview : The candidates will be required to attend Personal Interview before the Company'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 prescribed as on the closing date of the advertisement.
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. 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 fulfill 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 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.
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 any where in India.
10. Only Indian National need apply.
11. All the applicants should invariably have expert computer skills.

12. The management reserves the right to increase/decrease the number of posts or consider candidates for lower posts/grade or not fill up any of the posts or raise the minimum eligibility standards or relax age/experience or any other criteria in otherwise suitable cases and also 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.

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 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.

14. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.

15. Selection of Management Trainees for interview will be subject to their qualifying the written test.

16. 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. II AC/AC 2 Tier by Rajdhani Express for posts at Sl. No 1 & 2, AC 3 Tier, by II AC/3 AC Rajdhani Express for posts at Sl. No. 3, 4 & 5 and II AC/I class for Sl. No. 6, on production of proof of journey.

17. 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.

18. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.

19. Depending upon the place of posting the candidates with knowledge of local regional languages would be preferred.

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 .250/- (SC/ST and PH exempted) drawn in favour of ALIMCO, payable at Kanpur, may be sent only by Registered Post to the Senior Manager (Personnel & Administration), ALIMCO, Naramau, G. T. Road, Kanpur-16. 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 Community 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.

Post Qualification Experience : Years Months

F. DETAILS OF DEMAND DRAFT :

Demand Draft No.	Date	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 of 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..

Date-----

Signature-----

Please Enclose :

1. Proof of SC/ST/OBC/PH Certificate (if applicable).
2. Demand Draft of Rs. 250/- in favor 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 envelope.
5. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.

LAST DATE FOR RECEIPT OF APPLICATIONS : 15 September 11

