

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING)
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 Bengaluru, Bhubaneswar, Jabalpur & Chanalon (Punjab), its Regional Marketing Centres at Delhi, Kolkata and Mumbai, Hyderabad & Outreach Centre at Guwahati.

(ALIMCO BELIEVES AND FOLLOWS THE PRINCIPLE OF “PERFORM OR PERISH”)

Sr. No.	Post Code	Post	Grade	Pay Scale (Rs.)	Upper age limit as on 01 Aug, 13	Post qualification experience in No. of years	Category	No. of Vacancy	Place of Posting
1.	HR/001	General Manager (Production)	E-7	43,200-66,000/-	55	21 Yrs	UR	1	Kanpur
2.	HR/002	General Manager (Projects & Commercial)	E-7	43200-66,000/-	55	21 Yrs	UR	1	Kanpur
3.	HR/003	Sr.Manager (Tech.)	E-5	32,900-58,000/-	50	17Yrs.	UR	1	Bengaluru
4.	HR/004	Manager (Project Management)	E-4	29,100-54,500/-	46	14 Yrs	3-UR, 1-OBC	4 (Mech-1 Electrical -1 Electronics 1 Civil - 1)	Kanpur
5	HR /005	Manager (Finance/Audit)	E-4	29,100-54,500/-	46	14 Yrs	UR	1	Kanpur
6.	HR /006	Deputy Manager (Marketing)	E-3	24,900-20,500/-	43	11 Yrs	UR	2	Anywhere in India
7.	HR /007	Civil Engineer	E-1	16,400-40,500/-	37	5 Yrs	UR	1	Kanpur
8.	HR /008	Purchase Officer	E-1	16,400-40,500/-	37	5 Yrs	UR	2	Kanpur
9.	HR /009	R & D Engineer	E-0	12,600-32,500/-	34	2 Yrs	UR	1	Kanpur
10.	HR /010	QC Officer	E-0	12,600-32,500	34	2 Yrs	UR	1	Kanpur
11.	HR /011	Officer (P&O)	E-0	12,600-32,500/-	34	2 Yrs	UR	1	Hyderabad
12.	HR /012	Marketing officer	E-0	12,600-32,500/-	34	2 Yrs	UR	2	Kanpur
13.	HR /013	Accountant	Grp-E/ F	7960-18,000/- OR 9640-21,500	30	2 Yrs	UR	1	Hyderabad
14.	HR /014	QC Assistant	Grp-D	7700-17100	25	2Yrs	UR	2	Kanpur

For detailed information regarding said advertisement, eligibility and other requirements, interested candidates may visit ALIMCO website www.artlimbs.com. The eligible candidates may forward their application in the prescribed proforma within 30 days of this advertisement.

MANAGER (P&A)

Advt No. – AD 01/ Advt/ 01/Rectt/2013

1. GENERAL MANAGER (PRODUCTION)

QUALIFICATION AND EXPERIENCE:

- (i) A recognized degree in Mechanical/Production/ Manufacturing. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Materials, Marketing, TQM or other management disciplines is desirable.
- (ii) Minimum 21 years of post qualification experience of working in Production, preferably of a Manufacturing Central Public Sector Undertaking out of which at least 05 years experience should be in the senior capacity and 03 years in the immediate lower scale of pay. Candidates with knowledge and experience in State-of-the-Art techniques of Production, Manufacturing Processes, Supply Chain Management, Inventory Control, Logistic Management and having leadership qualities to handle technical/non-technical staff will be preferred.
- (iii) Candidates having experience in the field of rehabilitation aids and appliances for PwDs would be most preferred.
- (iv) Age 55 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

The Job Profile:

Candidate will be overall Head & Controlling officer for the production activities at HQ, Kanpur as also ALIMCO Auxiliary Production Centres at Bhubaneswar, Jabalpur, Bangalore and Chanalon (Punjab) and responsible for achievement of targets on daily basis. Basic function includes meeting daily production plans and achievement of targets without ignoring quality standards, ensuring supplies of all required inputs well in time and ensuring store crediting of the products as per the requirement of marketing department on day to day basis. ALIMCO manufactures and markets Assistive Devices of mechanical, electromechanical and electronics in nature required for the rehabilitation of Persons with Disabilities.

2. GENERAL MANAGER (PROJECTS & COMMERCIAL)

QUALIFICATION AND EXPERIENCE:

- (i) A recognized degree in Mechanical/Manufacturing/ Production Engineering. Masters Degree in any engineering discipline or PG Degree/Diploma with specialization in Projects Management/ Contract Management/Materials Management is desirable.
- (ii) Minimum of 21 years post qualification is essential out of which 10 years should be in Projects execution and management including commercial expertise. Candidate should have 5 years of experience in Senior Management capacity with three years in immediate lower scale of pay
- (iii) The candidate will be required to look after conceptualization and execution of various modernization projects including procurement of plant/equipment, civil construction, electrical work and other misc. work etc. including compliance of purchase policy and guidelines as also other commercial aspects with adherence to guidelines issued from time to time by Government of India, Department of Public Enterprises, CAG, CVC etc.,
- (iv) Execution and completion of the projects on time, within the stipulated cost and maintaining quality standards is primary responsibility.
- (v) Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM Charts etc. for proper execution and monitoring of projects and should be able to make estimates, executable plans, analyse critical activities and offer viable solutions.
- (vi) Adequate knowledge of import and export procedures is essential.
- (vii) The maximum age limit is 55 years, relaxable for internal candidates/exceptionally qualified and experienced candidates.

The Job Profile:

ALIMCO manufactures Assistive Devices and markets products of mechanical, electromechanical and electronics in nature, required for the rehabilitation of Persons with Disabilities. The candidate will be required to look after entire Modernization Projects and Materials Management Functions of the Corporation, which is dealing with a large inventory of 355 finished products, raw material, components and spare parts etc. As controlling officer of Materials department, he will be responsible to monitor procurement process on daily basis and ensure no stock out status.

As Controlling officer of all the modernization project and its implementation at HQ, Kanpur as also ALIMCO Auxiliary Production Centres at Bhubaneswar, Jabalpur, Bangalore and Chandalon (Punjab) he would be required to monitor the project progress on daily basis and ensure on time completion.

**3. SENIOR MANAGER (TECHNICAL) :
QUALIFICATION AND EXPERIENCE :**

- (i) A recognized degree in Mechanical/Production/Electrical Engineering/ Electronic/ 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 17 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 and 03 years in the immediate lower grade/capacity. Candidate should have minimum 2 years work experience as Head of Project; 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) 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.
- (iv) Age 50 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.
- (v) Knowledge of Regional languages (Kannada/ Telgu/ Tamil/ Malyalam) is most preferable.

**4. MANAGER -PROJECT MANAGEMENT
(Mechanical -1/Electrical -1/Electronics-1/Civil-1)
QUALIFICATION AND EXPERIENCE**

- (i) The candidates should be Engineering Graduate (**Mechanical / Electrical / Electronics/Civil**); PG Degree/ Diploma in Projects Management/Contract Management from a recognized University /Institute will be preferred.
- (ii) A minimum of 14 years post qualification experience of working in Production/ Maintenance/ Project Department of a Central Public Sector Undertaking/Manufacturing Industry out of which 05 years should be in Projects execution and management including commercial expertise in senior capacity with two years experience in immediate lower scale.
- (iii) The candidate will be required to look after conceptualization and execution of various modernization projects including procurement of plant/equip, civil construction, electrical work and other misc. work etc. including compliance of purchase of policy and guidelines as also other commercial aspects with adherence to guidelines issued from time to time by Government of India, Department of Public Enterprises, CAG, CVC etc.,

- (iv) Execution and completion of the projects on time, within the stipulated cost and maintaining quality standards is primary responsibility.
- (v) Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT/CPM Charts etc. for proper execution and monitoring of projects and should be able to make estimates, executable plans, analyse critical activities and offer viable solutions.
- (vi) Adequate knowledge of import and export procedures is essential.
- (vii) The maximum age limit is 46 years, relaxable for internal candidates exceptionally qualified and experienced candidates.

**5. MANAGER (Finance)/ (Audit) (E-4)
QUALIFICATION AND EXPERIENCE**

- (i) The candidates should be a qualified ICWA/CA.
- (ii) Minimum 14 years of post qualification experience, having worked in an immediate lower scale for at least 3 years.
- (iii) Should have complete knowledge and experience of F&A applicable to manufacturing CPSUs with sound exposure to statutory compliances, labour laws, DPE/ CVC/ CAG guidelines secretarial laws, dealing with Ministry as well as Government Agencies etc.
- (iv) Should have through knowledge of Accounting / Auditing Standards issued by ICAI, practices of CPSU, Revised Schedule VI, Tax Laws (Direct & Indirect), XBRL, Guidelines of CVC, DPE, preparation of F&A manual, centralised cash management, multi unit accounts handling, large customer base and Audit (Internal/ Statutory/ Stock/ Government etc.) is a must.
- (v) Experience in implementation of ERP is preferable
- (vi) Should have exposure to commercial negotiations including TOT (Transfer of Technology) negotiations.
- (vii) Age Maximum 46 years, subject to relaxation for internal/ exceptionally qualified and experienced candidates.

**6. DEPUTY MANAGER (MKTG.)
QUALIFICATION AND EXPERIENCE**

- (i) Graduate in any discipline with Post Graduate Degree/Diploma in Management specialisation in Marketing from recognised institute / university.
- (ii) A minimum of 11 years post qualification experience in a manufacturing CPSU/manufacturing industry of repute out of which atleast 5 years experience should be in marketing.
- (iii) ALIMCO is engaged in manufacturing and marketing /distribution of Assistive Devices for PwDs of Mechanical / Electromechanical / Electronics in nature across 35 States/Union Territories of the country mainly through assessment and distribution camps under ADIP & ADIP-SSA Schemes of Govt. of India, in association with State/District authorities , besides direct sales under CSR Programmes of Corporate Sector, State Govts., Dealers/ Private parties, NGOs, MP Lad funds etc. The candidates should have effective coordination and communication skills to address all the above stakeholders.
- (iv) The job responsibilities will include market development, Market Intelligence, expanding customer base, frequent field visits, sales forecasting, follow up with Production Deptt., timely execution of orders, finalising transport contracts adhering to delivery and tie up for other logistic requirements etc.
- (v) The candidate should be computer literate. He would be required to maintain huge data base on-line, besides other e-business operations.
- (vi) Age Maximum 43 years, subject to relaxation for internal/ exceptionally qualified and experienced candidates.

7. CIVIL ENGINEER (E-1)
QUALIFICATION AND EXPERIENCE

- (i) Bachelor Degree in Civil Engineering from a recognized University / Institute and having minimum 05 years post qualification experience in related field OR Diploma in Civil Engineering from a recognised institute / University having 15 years post qualification experience in related field.
- (ii) Minimum post qualification experience of 05 years of a Central Public Sector Undertaking/ Manufacturing Industry / Govt Organisation is essential. Basic knowledge of Computer Applications is desirable.
- (iii) Candidate should have experience in Design / detail engineering or execution of Civil / Structural works of buildings / long span industrial construction equipment foundation, super structure work of RCC / Structural steel etc. Knowledge in the field of estimation of bill of quantities, basic cost estimation based on Central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule , supervising the contractor work is also desirable.
- (iv) Age 37 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

8. PURCHASE OFFICER (E-1)
QUALIFICATION AND EXPERIENCE

- (i) Bachelor Degree in Mechanical / Production Engineering from a recognized University and having minimum 05 years post education experience in related field OR completed Mechanical / Production Engineering Diploma Course having 15 years post education experience in related field. Post graduate qualification in Materials Management will be preferred.
- (ii) Minimum post qualification experience of 05 years in a purchase department of a Central Public Sector Undertaking/ Manufacturing Industry is essential .
- (iii) Candidate should have knowledge of tendering process, preparation of Tender documents, CSQ and placement of orders etc. Knowledge of DPC, CVC guidelines relating to procurement policies will be added weightage.
- (iv) Knowledge of Computer Applications is desirable.
- (v) Age 37 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

9. RESEARCH & DEVELOPMENT ENGINEER (E-0)
EDUCATIONAL QUALIFICATION & EXPERIENCE

- (i) Degree in Mechanical / Electrical/ Electronics Engineering with Masters Degree in Rehabilitation Engineering or Biomedical Engineering.
- (ii) Minimum post qualification experience of 02 years of a Central Public Sector Undertaking/ Manufacturing / Industry of repute etc.
- (iii) ALIMCO manufactures and markets Assistive Devices of mechanical, electromechanical and electronics in nature, required for the rehabilitation of Persons with Disabilities. Candidate should have sound knowledge of Rehabilitation Engineering, Assistive Technology, Gait Analysis, Orthopedic Implants, applications Nanotechnology in the field of assistive devices etc. Candidate should be well versed in Autocad and should be able to undertake product up-gradation, design and manufacture of adaptive equipment/ assistive devices for PwDs.
- (iv) Candidate should have working knowledge of the design, manufacturing techniques, and appropriate engineering problem-solving techniques. Skill in the operation of equipment and tools and the ability to direct others involved in the manufacturing of assistive devices, ability to develop and

effectively present educational programs related to Rehabilitation Engineering

- (iv) Expertise in MS Office is essential.
- (v) Age 34 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

10. MARKETING OFFICER (E-0)
EDUCATIONAL QUALIFICATION & EXPERIENCE

- (i) Full time Graduate degree from a recognised institute/university and Full time Post Graduate Degree / Post Graduate Diploma in Business Management with specialization in Marketing from institute of repute.
- (ii) Minimum post qualification experience of 02 years (preferably in a Central Public Sector Undertaking) Manufacturing/Industry or organisation which has large network of customer base across the country .
- (iii) Expertise in MS Office is essential.
- (iv) Age 34 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

11. P&O (PROSTHETICS & ORTHOTICS) OFFICER (E-0)
QUALIFICATION & EXPERIENCE

- (i) Candidates having RCI recognised P&O Degree with at least 02 years of post qualification experience or Diploma holder having 10 years of post qualification experience in fabricating and fitting of artificial limbs to persons with disabilities. Candidates, who have such experience in a Central Public Sector Undertaking/ Manufacturing Industry/ Rehabilitation services will be given preference.
- (ii) The candidate will be overall Head & Controlling officer for the marketing activities at RMC Hyderabad. Basic function includes market development, increasing the customer base, sales forecasting, pricing, and logistics including finalization of transport contracts for dispatch of materials, ALIMCO manufactures Assistive Devices and markets products of mechanical, electromechanical and electronics in nature, required for the rehabilitation of Persons with Disabilities. As in-charge of Centre, officer will be responsible for implementation of ADIP and ADIP-SSA schemes of Govt. of India throughout the Southern Region for free/subsidized distribution of aids and appliances manufactured by ALIMCO.
- (iii) Candidate will be responsible for maintaining huge data base on-line of the beneficiaries served under ADIP and ADIP-SSA schemes. He will also be responsible for obtaining and executing orders under CSR funds from corporate sector both in public and private, against MPLAD funds, Dealers, National Institutes, NGOs, State Governments, Hospitals etc. across the country.
- (iv) Candidates should be used to extensive travelling and conducting camps across the country.
- (v) Knowledge of MS Office is desirable.
- (vi) Age 34 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

12. Q&C OFFICER (Quality and Control Officer) (E-0)
QUALIFICATION & EXPERIENCE

- (i) Recognised Degree in Mechanical/Production Engineering or equivalent is essential. Post Graduate qualification in Metrology/Material Testing/SQC (Statistical Quality Control) will be preferred.
- (ii) Minimum post qualification experience of 02 years in the production shop of a large engineering industry of repute, out of which at least 01 year experience in the quality control department/testing laboratories is

essential. Thorough knowledge and experience of various physical (both destructive and non-destructive), metallurgical tests, testing equipment, codes of practice e.g. IS, BS, ASTM etc inspection procedures and development of special test set-ups is also essential.

- (iii) Should be capable of guiding a team of viewers in the inspection and quality control work, enforcing quality control procedures for the incoming bought-outs, raw materials, products and components in process and finished components. Statistically quality control and sampling/random selection for the purposes of inspection, testing and quality control.
- (iv) Basic knowledge of Computer Applications is essential.
- (v) Age 34 years maximum, relaxable for internal/exceptionally qualified and experienced candidates.

13. ACCOUNTANT (Group E / F)
EDUCATIONAL QUALIFICATION & EXPERIENCE

- (i) Should be a qualified ICWA/CA Intermediate.
- (ii) Minimum 02 years of post qualification experience in manufacturing industry having exposure to finalization of Accounts, Audit, Bills Receivables, Bills Payables, Material Accounting, Cost Accounting, Marketing, Finance with sound knowledge of computer operations and who agrees to handle the Unit's F&A functions as well as Administration independently will be most preferred.
- (iii) Age 30 years maximum, relaxable for internal candidates / exceptionally qualified and experienced candidates.

14. Q&C ASSISTANT (Quality and Control Assistant) (Group-D)
EDUCATIONAL QUALIFICATION & EXPERIENCE

- (i) Diploma in Mechanical Engineering from a recognised institute.
 - (ii) Minimum of two years experience in the production shop of a large engineering industry of repute out of which 01 year experience in QC Department / testing laboratory.
 - (iii) Candidate should have basic knowledge of **a)** reading engineering dimensional drawing, using different type of inspection equipment like micrometer, comparators, gauges, etc. **b)** inspecting different types of metallic and non-metallic components and their raw materials. Inspection/testing set ups required for testing of various sub-assemblies, components, etc.
 - (iv) Basic knowledge of Computer Applications is essential.
 - (v) Age 30 years maximum, relaxable for internal candidates/exceptionally qualified and experienced candidates
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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 as on 01 Aug, 2013.
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 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 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. Management reserves the right to raise the minimum eligibility standards or relax age / qualification /experience or any other criteria in otherwise exceptionally suitable cases and may consider for higher start.
15. 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.
16. 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.
17. 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.
18. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
19. 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 2 Tier in Rajdhani Express for posts at Sl. No 3, II AC / 3 AC Rajdhani Express for posts at Sl. No. 4 to 12 and I class / IIIAC for post at Sl. No.13 to 14, on production of proof of journey.
20. 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.
21. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
22. 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.
23. 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. PRP, Pension Scheme and Post Retirement Medical Scheme is likely to be implemented on receipt approval of administrative ministry.
24. **Depending upon the place of posting the candidates with knowledge of local regional languages would be preferred.**
25. Refund of application fee in case management decides to cancel the process of recruitment of any post for any reason.
26. 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 only by Registered Post to the Manager (Personnel & Administration), 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.

(A GOVERNMENT OF INDIA UNDERTAKING)

APPLICATION FORMAT

ADVT. NO. AD 01/ Advt/ 01/Rectt/2013

(Please fill up this form with utmost care)

(A) Personal Details

[illegible][illegible]

DD			MM			YYYY			
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Yr.			Month			Days		
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City/Town State Pin Code

Tel. No. with STD Code Mobile

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City/Town State PinCode

Tel. No. with STD Code Mobile

E-mail ID, if any	
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1. Basic Qualifications:

[illegible]

2. Professional Qualification (Please mention qualification which makes you eligible) :

Exam Passed	Institution/ University/Board	Branch of Specialization	Duration of Study	Month & Year of Passing MM/YYYY	Aggre- gate% Of marks	Full Time/ Part Time/ Correspondence
Additional	Qualification, if	Any :				

3. Category (Gen/SC/ST/OBC)

Are you physically handicapped: Yes/No

If yes, please mention the details as follow:

Type of Handicap:

Extent of disability as specified in the disability certificate:

(E) DETAILS OF EXPERIENCE (IF required, please attach separate sheet)

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason For leaving
			Form MM,YYYY	To MM,YYYY		

Post Qualification Experience: Year Months

(F) DETAILS OF DEMAND DRAFT:

Demand Draft No.	Dated	Name of the Bank	Amount

(G) WHETHER DEPARTMENTAL CANDIDATE: Yes / No

Declaration:

I affirm that the information given in this application is true and correct to the best my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected or terminated without any notice.

Place: _____

Date: _____

Signature of Applicant

Please Enclose:

1. Proof of SC/ST/OBC/PH Certificate (If applicable).
2. Demand Draft of Rs 500/- in favour of ALIMCO, payable at Kanpur, (SC/ST/PH Exempted).
3. Certificates in support of age, education qualifications, experience etc.
4. Please write Advertisement No., Category and post applied for on the top of the envelope.
5. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.

LAST DATE FOR RECEIPT OF APPLICATIONS : within 30 days from the date of publication.