



ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
G.T. ROAD, KANPUR- 209 217 (U.P.)
TOLL FREE NO. 18001805129



ISO 9001:2015

Reference No.:-AD3F01/JULY-2023

Date: 14.07.2023

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU working under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India invites Online applications for filling up the following positions on **Direct Recruitment basis** at ALIMCO HQ at Kanpur:-

Sl. No.	Post Code	Post	Grade/ Group	Pay Scale (Rs.)	Upper age limit as on 01.07.23	No. of Vacancy	Category	Exp. (Yrs) As on 01.07.23	Initial place of posting (can be changed subsequently)
1	HR-01	General Manager - (Material Management)	E-7/A	100000-260000	55 YR	01	UR	18	Kanpur
2	HR-02	Senior Manager (P&A)	E-5/A	80000-220000	50 YR	01	UR	14	Kanpur
Total Vacancy						02			

For detailed information regarding eligibility and other requirements, interested candidates may visit ALIMCO website www.alimco.in. The eligible candidates may applying any position in the Corporation have to create their profile first by clicking on the following link https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment

Last Date of Submission of Online Application Form in the Corporation is 29.08.2023.

The Candidate shall keep in touch with our website for further information in this matter in future. Kindly note that no separate communication will be sent by the Corporation in this regard.

Note:
Number of vacancies indicated above is tentative and may increase or decrease at the absolute discretion of the management.

Manager (Administration)

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION:

HR-01	:	General Manager - Materials Management
Qualification	:	Full time Engineering Graduate with minimum 55% marks from recognized University / Institute.
Experience	:	18 years post qualification Candidate from PSU/government – at least 2 years in immediate lower scale; For Private sector candidate- Fixed Salary per month as per General Condition Clause 6.
Nature of Experience	:	The Candidate should have experience in materials management / supply chain management, logistics Management, Procurement Planning, Purchase Procedures, Industrial Markets, Rate Contract, Sales Tax Matters, Import Procedures, Customs Formalities, Vendor Development Inventory Control, Ware House Management, Strategies Decision Making, Cost Reductions, Resource Development, Process Enhancement, import and GST, CVC guidelines relating to procurement policies is essential. Expertise in developing, implementing and managing cross-functional business/areas understanding of industry best practices and technology trends like E- procurement, E-Tendering etc. Working knowledge and understanding of ERP systems and sound communication skill is also desirable.
HR-02	:	Senior Manager (P&A)
Qualification	:	Full Time recognized degree in any discipline and Full Time MBA (HR) / Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks. Degree in Law would be an added advantage.
Experience	:	14 years post qualification; Candidate from PSU/government – at least 2 years in immediate lower scale; For Private sector candidate- Fixed Salary per month as per General Condition Clause 6.
Nature of Experience	:	The candidate should have strong communication and managerial skills with exposure to the entire cross functional areas of HR /IR and administration. The incumbent shall be responsible for Manpower Planning / training / recruitment / selection / handling legal issues / employees welfare activities, general Administration and liaising with Govt. agencies. Knowledge of ERP is essential.

ABBREVIATIONS: “UR” - Unreserved.

SELECTION PROCESS:

For Sl. No. **1 to 2**, applications will be scrutinized and the eligible candidates shall be called for personal interview as per the criteria of the recruitment policy of the corporation. In case of eligible candidates being more than 20 per post, the corporation can conduct an online/ written test before the interview. The candidature of all applicants would be provisional and subject to subsequent verification of Certificates/Testimonials etc.

GENERAL CONDITIONS:

1. The applicant must be Citizen of India.
2. The candidate should not have exceeded the age limit as on **01.07.2023**. The date for reckoning the age, qualification, experience etc. shall be on **01.07.2023**
3. No age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation or are under Fixed Term Contracts with the corporation.
4. The candidates having minimum experience in multi-units of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
5. Teaching experience & Training period will not be counted as experience.
6. Candidates from private sector should be drawing minimum consolidated fixed monthly gross salary (monthly gross salary shall include Basic Pay, Dearness Allowance, HRA and other Fixed Perks and Allowance etc. No variable pay & incentive or reimbursement of expenses shall be considered for computation of Monthly gross salary) as follows:

S. No.	Apply for Post	Required Gross Monthly fixed Salary
1.	General Manager [E-7]	Rs.1,71,630/-
2.	Sr. Manager [E-5]	Rs.1,34,040/-

7. All the applicants should preferably have good computer knowledge and communication skills.
8. Persons working under Central/State Govt. /Public Sector Undertaking/ Autonomous bodies should apply through proper channel. The candidate may, however, send advance copy of the application along with requisite enclosures to avoid delay but may produce NO OBJECTION CERTIFICATE at the time of interview/online or written test from their present Employer failing which they will not be allowed to appear in the interview and no TA would be paid to them.
9. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on ALIMCO's website www.alimco.in under the head "Recruitment". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit ALIMCO website www.alimco.in for latest updates with regard to this advertisement.
10. The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
11. The Management reserves the right to call suitable/short-listed candidates for online test/interview.
12. In case no suitable candidate is found, management may consider for appointment of the candidate on contract basis by relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
13. Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
14. Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be called for interview/written test. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum prescribed in the advertisement to restrict the number of candidates to be called for interview.
15. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Kanpur Nagar only.

16. The candidates called for the Interview/Online Test will be reimbursed return rail/ bus fare by shortest route on production of proof of journey from their present address to the place of interview as per the rules of the Corporation. No TA will be paid to any candidate for appearing in the online examination.
17. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
18. In addition to basic pay the selected candidate would be entitled for DA, HRA, perks and other benefits like PF contribution of 12%, Pension Scheme, PRP, Indoor treatment, hospitalization facilities under Medical Rules, Post-Retirement Medical Scheme, Gratuity, Earned leave and casual leave as per the rules of the Corporation.
19. Application fee shall be refunded in case management decides to cancel the process of recruitment of any post for any reason.
20. ALIMCO shall not be responsible for any postal delay / loss of application in transit. Applications received after due date will neither be entertained nor returned. Incomplete applications will summarily be rejected.
21. The Corporation reserves the right to prepare a panel for the posts advertised to fill up the future vacancies arising after the publication of this advertisement.
22. The candidates are liable to be transferred anywhere in India including in the initial posting as per the requirement of the corporation.
23. Any modifications / amendments in the advertisement will be given on the ALIMCO website only i.e. www.alimco.in and no separate advertisement will be issued.
24. All important information regarding this recruitment will be available on the ALIMCO website www.alimco.in and as such, candidates are advised in their own interest to visit the website periodically to get update.
25. The indicative CTC for various posts at minimum of pay-scale are as follows: -

S. No.	Post	Basic Salary	IDA@ 37.7%	Perks @35 % of Basic	HRA @ 18%	Superannuation@ 30% of Basic + DA	Total-Monthly package	Annual Fixed	PRP/ PLAI - Variable	Approx. Annual CTC
1	General Manager [E-7]	100000	37700	35000	18000	41310	232010	2784120	450000	3234120
2	Sr. Manager [E-5]	80000	30160	28000	14400	33048	185608	2227296	250000	2477296

Note:-

1. IDA (Industrial Dearness Allowance) changes every quarter based on AICPI.
2. The employee and dependents are covered under Hospitalization scheme which is admissible at CGHS rates. Even after superannuation, the employee and his/her spouse can avail post- retirement medical benefit.
3. Annual Increment is 3% of the Basic every year. HRA for Metro cities are 27% at present; as soon as IDA reaches 50%, HRA shall increase to 30% in Metro cities and to 20% in other cities.
4. The corporation has its PF Trust and the share of both employee and employer is 12%. Rs 1250.00 every month goes to FPF maintained by EPFO. Family Pension is admissible after attaining age of 58 years.

5. Corporation has taken up a superannuation policy with LIC of India where employee can contribute 10% and the corporation shall contribute 10% of the salary. At the time of superannuation, LIC calculates the Fund Corpus (Own contribution+ Companies contribution+ Interest) and fixes annuity for the life of the employee and thereafter his/her spouse.

HOW TO APPLY:

General Instructions to Applicant:-

- a. Common Application format has been devised by ALIMCO for all the candidates, Candidates desirous of applying to any position in the corporation have to create their profile first by clicking the following link: https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment
- b. The profile can be completed using the above link and feeding all the data asked for and uploading all the documents relating to Age, Caste, Educational Qualification Experience.
- c. Once the profile has been created the posts advertised by ALIMCO shall be appearing in the login of the Candidates and the Candidates can apply to one position at a time by clicking on the post and uploading for receipt of Rs. 500/- for each post. (SC/ST/PwBD and departmental candidates are exempted from payment of application fee)
- d. Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.
- e. The Candidates should have a unique Mobile Number and valid E-mail id for doing Registration.
- f. Before starting the registration process please keep the following Ready for ease of registration: -
 - i. Photograph (*.jpg, *.bmp. Size up to 200 KB)
 - ii. Signature (*.jpg, *.bmp. Size up to 200 KB)
 - iii. DOB Certificate (*.jpg, *.pdf. Size up to 2 MB)
 - iv. Caste Certificate (if applicable) (*.pdf. Size up to 2 MB)
 - v. Disability Certificate (if applicable) (*.pdf Size up to 2 MB)
 - vi. Education Certificates (*.pdf, Size up to 1 MB)
 - vii. Experience-related Supporting documents (*.pdf, Size up to 1 MB)
 - viii. Fee Receipt of transaction file (if applicable) (*.pdf, .jpg size up to 2 MB)
 - ix. Once generated OTP will be sent to an E-mail id provided by the applicant.
 - x. After submission of OTP, the candidate can complete the registration process.
 - xi. Once the registration process is done, candidates can enter the Application Form by mentioning their USER ID (capital letter) and PASSWORD respectively.
 - xii. After login, a candidate needs to fill in their profile details like Personal Data, Educational Qualification, Work Experience, etc.
 - xiii. Before submitting the application form candidate needs to click on the save option. Upon clicking on the save option pop-up screen will open for further process of submission if any error occurred it will be reflected at the top of the page.
 - xiv. After saving the application form candidate needs to upload a successful transaction receipt (if

applicable).

- xv. At the last of the Application process candidates can choose the POST applied.
 - xvi. After filling in all the above-required details, candidate needs to click on the “submit your application” option.
 - xvii. Once successfully submitted, candidates can save/print the application form for future reference.
 - xviii. Once the profile is completed, the applicant should remember his/her username and password. Whenever the corporation advertises a vacancy, the open vacancies shall be shown at the bottom of the user form.
- g. Details of the deposit:-

Artificial Limbs Manufacturing Corporation of India.

Current Account Number: - 30269791435,

IFSC – SBIN0003962

Bank Name: - State Bank of India

Branch Address: - ALIMCO Naramau, Kanpur.

- h. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, whatsoever. The last date submission of the online application **29.08.2023**.

Documents to be Upload as Follows:-

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. Fee Receipt of Rs. 500/-
6. Copy of Caste Certificate – SC/ST
7. Copy of Caste Certificate OBC (NCL) not issued before 6 months
8. Copy of Certificate of disability in case of PwBD (Divyangjan) Candidates.
