



**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**



**Reference No.:-AD 3F 01/August-2022**

**Date:08.08.2022**

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 applications for filling up the following positions on **Direct Recruitment basis** at ALIMCO HQ at Kanpur and its Auxiliary Production Centres at Bengaluru, Bhubaneswar, Jabalpur, Mohali, Ujjain and Regional Marketing Centres at New Delhi, Kolkata, Mumbai, Hyderabad & Guwahati: -

Sl. No.	Post Code	Post	Grade/ Group	Pay Scale (Rs.)	Upper age limit as on <b>01.08.22</b>	No. of Vacancy	Category	Exp. (Yrs) As on <b>01.08.22</b>	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	General Manager – (Production)	E-7/A	100000-260000	55 YR	01	UR	18	Kanpur
3	HR-03	General Manager – (Marketing)	E-7/A	100000-260000	55 YR	01	UR	18	NCR
4	HR-04	Deputy General Manager (Finance & Accounts)	E-6/A	90000-240000	52 YR	01	UR	16	Kanpur
5	HR-05	Senior Manager (Electrical, Electronics & Instrumentation)	E-5/A	80000-220000	50 YR	01	OBC*	14	Kanpur
6	HR-06	Senior Manager (P&A)	E-5/A	80000-220000	50 YR	01	UR	14	Kanpur
7	HR-07	Senior Manager (Logistics, Warehouse & Transportation)	E-5/A	80000-220000	50 YR	01	OBC	14	Kanpur
8	HR-08	Senior Manager (Quality Control)	E-5/A	80000-220000	50 YR	01	UR	14	Kanpur
9	HR-09	Manager (Finance & Accounts)	E-4/A	70000-200000	48 YR	02	OBC-1, UR-1	12	1-Kanpur 1- Faridabad
10	HR-10	Manager (Prosthetics & Orthotic Department)	E-4/A	70000-200000	48 YR	01	UR	12	Kanpur
11	HR-11	Manager (Service Department- After Sales Service)	E-4/A	70000-200000	48 YR	01	ST	12	Anywhere in India
12	HR-12	Manager (Marketing)	E-4/A	70000-200000	48 YR	01	SC	12	Anywhere in India
13	HR-13	Manager (Maintenance-Mechanical)	E-4/A	70000-200000	48 YR	01	UR	12	Kanpur
14	HR-14	Deputy Manager – (Exports)	E-3/B	60000-180000	45 YR	01	OBC	10	Kanpur/ Delhi
15	HR-15	Deputy Manager – (MM-SCM)	E-3/B	60000-180000	45 YR	01	UR	10	Kanpur
16	HR-16	Assistant Manager (Costing)	E-2/B	50000-160000	42 YR	01	UR	08	Kanpur

17	HR-17	Assistant Manager (Tool Room)	E-2/B	50000-160000	42 YR	01	EWS	08	Kanpur
18	HR-18	Junior Manager (Marketing)	E-1/B	40000-140000	40 YR	02	UR-1, ST-1	05	Anywhere in India
19	HR-19	Junior Manager (Tool Room)	E-1/B	40000-140000	40 YR	01	SC	05	Kanpur / APCs
20	HR-20	Junior Manager (Industrial Engineering)	E-1/B	40000-140000	40 YR	01	UR	05	Kanpur
21	HR-21	Junior Manager (Production-Plastic)	E-1/B	40000-140000	40 YR	01	OBC	05	Kanpur / APCs
22	HR-22	Junior Manager – Operation & Maintenance (Electrical/ Electronics & Instrumentation)	E-1/'B'	40000-140000	40 YR	02	EWS-1, UR-1	05	Kanpur
23	HR-23	Junior Manager (Information Technology)	E-1/'B'	40000-140000	40 YR	01	UR	05	Kanpur
24	HR-24	Junior Manager (Accounts)	E-1/'B'	40000-140000	40 YR	01	UR	05	Kanpur
25	HR-25	Junior Manager (Personnel & Administration)	E-1/'B'	40000-140000	40 YR	01	SC	05	Kanpur
26	HR-26	Junior Manager (Design & Development)	E-1/'B'	40000-140000	40 YR	01	OBC	05	Kanpur
27	HR-27	Junior Manager (Quality Control)	E-1/'B'	40000-140000	40 YR	01	UR	05	Anywhere in India
28	HR-28	Officer (Marketing)	E-0/'B'	30000-120000	30 YR	03	UR-2, OBC-1,	Nil	Anywhere in India
29	HR-29	Officer (Marketing-After Sales Service)	E-0/'B'	30000-120000	30 YR	01	UR	Nil	Anywhere in India
30	HR-30	Officer ( Design & Development)	E-0/'B'	30000-120000	30 YR	01	UR	Nil	Kanpur
31	HR-31	Officer (Production –Fabrication Shop)	E-0/'B'	30000-120000	30 YR	01	OBC	Nil	Kanpur
32	HR-32	Officer (Information Technology)	E-0/'B'	30000-120000	30 YR	01	SC	Nil	Kanpur
33	HR-33	Officer (Accounts)	E-0/'B'	30000-120000	30 YR	02	EWS-1 OBC-1,	Nil	1 Bhubaneswar, 1 Faridabad
34	HR-34	Officer (Industrial Engineering)	E-0/'B'	30000-120000	30 YR	01	UR	Nil	Kanpur
35	HR-35	Officer (Quality Control - Electronics)	E-0/'B'	30000-120000	30 YR	01	ST	Nil	Kanpur
36	HR-36	Officer (Project)	E-0/'B'	30000-120000	30 YR	01	UR	Nil	Kanpur
37	HR-37	Accountant	Group-D	18790-64130/-	34 YR	02	UR-1 OBC-1	04	Anywhere in India
38	HR-38	Marketing Assistant	Group - C	17820-61130	32 YR	06	UR-2 SC-1 OBC-1 EWS-1 PWBD-1* HH	04	Anywhere in India

39	HR-39	Shop Assistant (CNC Operator)	Group - C	17820-61130	32 YR	04	UR-2 OBC-1 SC-1	04	Kanpur/ AAPCs
40	HR-40	Fabrication Assistant/ Welder	Group - C	17820-61130	32 YR	01	UR	04	Kanpur
41	HR-41	Assistant – Paint & Surface Treatment	Group - C	17820-61130	32 YR	01	UR	04	Kanpur
42	HR-42	Shop Assistant- Electronics	Group - C	17820-61130	32 YR	01	OBC	04	Kanpur
43	HR-43	QC Assistant (Mechanical)	Group - C	17820-61130	32 YR	02	UR-1, ST-1	04	Kanpur / AAPCs
44	HR-44	Assistant Personnel & Administration	Group - C	17820-61130	32 YR	02	SC-1 OBC-1	04	Anywhere in India
45	HR-45	Clerk & Junior Assistant	Group - C	17820-61130	32 YR	02	EWS-1 UR-1	04	Anywhere in India
46	HR-46	Stenographer	Group - C	17820-61130	32 YR	01	UR	04	Delhi/ Faridabad
47	HR-47	Service Assistant	Group - C	17820-61130	32 YR	02	OBC-1 UR-1	04	Anywhere in India
48	HR-48	Workman (Maintenance – MMTM)	Group - B	17110-58500	30 YR	01	UR	02	Kanpur / Faridabad
49	HR-49	Workman (Maintenance – Plumber)	Group - B	17110-58500	30 YR	01	UR	02	Kanpur / Faridabad
50	HR-50	Workman (Maintenance – Fitter-	Group - B	17110-58500	30 YR	01	UR	02	Kanpur / Faridabad
51	HR-51	Workman (Maintenance – Electrical)	Group - B	17110-58500	30 YR	01	UR	02	Kanpur/ Faridabad
52	HR-52	Assembler	Group - B	17110-58500	30 YR	01	UR	02	Kanpur / AAPCs
53	HR-53	Store Assistant MM- Plastics	Group - B	17110-58500	30 YR	01	OBC	02	Kanpur
54	HR-54	Store Assistant MM- General Stores	Group - B	17110-58500	30 YR	04	SC-1 ST-1 UR-1 OBC-1	02	Kanpur / AAPCs
<b>Total Vacancy</b>						<b>76</b>			

For detailed information regarding eligibility and other requirements, interested candidates may visit ALIMCO website [www.alimco.in](http://www.alimco.in). The eligible candidates may forward their application in the prescribed proforma to Manager (AD), ALIMCO, G.T. Road, Naramau Kanpur – 209217 (UP).

**Last date of receipt of application in the Corporation in 20.9.2022**

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.

\*Backlog Vacancy

**Note:** EWS Category is not considered for E-3 and above Grade since minimum eligibility to apply for the Grade is more than 8 Lakhs.

**Manager (Administration)**

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**QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION**

<b>HR-01</b>	<b>:</b>	<b>General Manager – Materials Management</b>
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 GFT, 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.
<b>HR-02</b>	<b>:</b>	<b>General Manager – Production</b>
Qualification	:	Full time Engineering Graduate in Mechanical / Production / Manufacturing/Electrical/Electronic with minimum 55% marks from recognized University/Institute or Full Time Master’s Degree in any engineering discipline or Full Time PG Degree/ PG Diploma with specialization in Operations/ TQM/ Materials / Marketing/ or other management discipline will be preferred
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		Candidate should have 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. Candidate should have experience in manufacturing process, marketing, State-of-the Art techniques of Production, manufacturing process, supply chain management, Quality control/ Quality assurance, inventory control, logistic management, design and development of rehabilitation aids and appliances Precision manufacturing, excellent management, interpersonal and team work skills and communication abilities at all levels.
<b>HR-03</b>	<b>:</b>	<b>General Manager – Marketing</b>
Qualification	:	Full Time engineering degree with minimum 55% marks from recognized university/ institute or Full Time MBA in Marketing.
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		Candidate should have post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization having large network base across the country. Experience in social sector / rehabilitation / healthcare shall be preferred. Knowledge of Corporate social responsibility, asset management, acquisition mergers contracts and negotiation, MOU etc. is desirable. Experience on manufacturing, distribution & supply of Artificial Limbs and Rehabilitation Aids, maintaining MIS on large domain, in/out bound logistics / SCM & CRM with logistics will be preferred. Knowledge of ERP is desirable. Experience in Interaction with Ministry and other Govt. departments in implementing various Govt. Projects/ Schemes.
<b>HR-04</b>	<b>:</b>	<b>Deputy General Manager (Finance &amp; Accounts)</b>

Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
Experience	:	16 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	:	Experience in Finance & Accounts with six years in handling Finance, Taxes, Balance Sheet and other related functions independently. The position requires ability of the candidate to organize Accounting & other related functions independently. Candidate should have relevant experience in Financial Planning, MOU finalization, Finalization of Accounts as per Revised Schedule VI and amendments therein and settlement of queries of statutory and C&AG auditors. The position also calls for financial concurrence and sound exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws. Knowledge of Cost Accounting, Budget preparation, drafting F & A Manuals and Standard Operating Procedures, centralized cash management, multi-unit accounts handling, Tax Laws is also required. Knowledge of ERP and its implementation shall be an added advantage.
<b>HR-05</b>	:	<b>Senior Manager (Maintenance- Electrical, Electronic &amp; Instrumentation)</b>
Qualification	:	Full Time Engineering Graduate in Electrical / Electronics / Instrumentation with 55% marks from Government recognized university/institute.
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	:	Candidate should have vast experience in the distribution of power supply and maintenance of electrical equipment, Switch gear (HT/LT), CNC machines and plants. Operation and maintenance of sub-station, power generator and light engineering production machines. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules, and Tendering procedure for AMC etc. is desirable. Candidate should have excellent management, interpersonal and team work skills and communication abilities at all levels.
<b>HR-06</b>	:	<b>Senior Manager (P&amp;A)</b>
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.
<b>HR-07</b>	:	<b>Senior Manager (Logistics, Warehouse&amp; Transportation)</b>
Qualification	:	Full Time MBA/ PGDM with specialization in Supply Chain Management from a Government recognized institution.
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	:	Candidate should have experience as HOD – Logistics in a reputed organization. Experience in handling logistics intermediaries, Ware house Management and optimization of corporate resources. The candidate should be familiar with deployment of latest tools and techniques in Logistics and Supply Chain Management for optimization of resources. The candidate should have a thorough knowledge of export logistics and should have a demonstrated experience of having worked in Export Logistics also. Knowledge of ERP is essential.

<b>HR-08</b>	:	<b>Senior Manager (Quality Control)</b>
Qualification	:	Full time Bachelor's Degree in Mechanical / Production/ Electrical / Electronic Engineering from recognized university/ institute with 55% marks Minimum.
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	:	Candidate should have thorough knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection reports, Knowledge & experience of TQM, Analytical techniques like –7 QC Tools, SQC, TPM etc. Thorough knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipment's, Standards i.e. IS, BS, ASTM etc. inspection procedures and development of special test set-ups is desirable. Knowledge of ERP is essential.
<b>HR-09</b>	:	<b>Manager (Finance &amp; Accounts)</b>
Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
Experience	:	12 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 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.
<b>HR-10</b>	:	<b>Manager (Prosthetics &amp; Orthotic Department)</b>
Qualification	:	Full Time Bachelor in Prosthetics & Orthotics.
Experience	:	12 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	:	Candidate should have thorough knowledge and experience in fabrication and fitting of artificial limbs to Persons with disabilities. The candidate should have knowledge and experience in conducting camps and closing the camp satisfying the requirement of the schemes for disabled beneficiaries & senior citizens.
<b>HR-11</b>	:	<b>Manager (Service Department- After Sales Service)</b>
Qualification	:	Full Time Engineering Graduate in Mechanical / Automobile/ Electronics/ Electrical from a Government recognized institution or Full time MBA / PGDM in Marketing from a Government recognized institution
Experience	:	12 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	:	Experience in Services of Automobile, Electrical and Electronics instruments, Good understanding in Customer Relationship Management (CRM) & Grievance Redressal Mechanism, Warranty Management, Inventory/ Spare Parts management. Good Communication skill and knowledge of ERP.
<b>HR-12</b>	:	<b>Manager (Marketing)</b>
Qualification	:	Full Time engineering degree with minimum 55% marks from Govt. recognized university/ institute or Full time MBA / PGDM in Marketing from a Government recognized institution.
Experience	:	12 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	:	Knowledge of marketing techniques & research and forecasting procedures is desirable. Knowledge and experience on Management of Rehabilitation Aids, Artificial Limbs, Organizing large conferences, seminars and public events. Experience on manufacturing, distribution & supply of Artificial Limbs and Rehabilitation Aids, event organizing skills, maintaining MIS, in/out bound logistics will be added advantage. Knowledge of ERP is essential.
<b>HR-13</b>	:	<b>Manager (Maintenance- Mechanical)</b>
Qualification	:	Full Time Engineering degree in Mechanical / Production with 55% marks from recognized university/ institute
Experience	:	12 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	:	Candidate should have experience in framing Maintenance Plans- both preventive and predictive; should be capable of independently handling maintenance functions of an organization having CNC Controlled machines like CNC Lathes, CNC Pipe Bending Machines, CNC Vertical Milling Machines, pneumatic and hydraulic controlled machines etc. The position requires independent evolving short term and long term maintenance plans, the position requires constant interaction with Top Management and monitoring of the plans with actual. Candidate should have demonstrated ability to implement latest technologies and should be conversant with CNC Programming, understanding of mechanical drawing and estimation, operation manual, engineering specification. Candidate should have sound knowledge of Health and Safety regulation, Tendering procedure for AMC etc. Knowledge of ERP shall be an added advantage.
<b>HR-14</b>	:	<b>Deputy Manager – Marketing (Exports)</b>
Qualification	:	Full Time MBA/ PGDM in Foreign Trade/ International Marketing/ International Business Management from a Government recognized institution.
Experience	:	10 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	:	Experience in the export documentation and procedures for promoting exports of the corporation. The candidate should have experience of an Export House or a company having export sales. The candidate should be conversant with procedures of approaching embassies, generate export orders, knowledge of various types of LC and export payments and helping the corporation achieving the pre-requisites in terms of various certifications required for starting the export vertical of the corporation. Knowledge of ERP is desirable.
<b>HR-15</b>	:	<b>Deputy Manager- Material Management – Supply Chain Management</b>
Qualification	:	Full Time Engineering Graduate OR Science/ Commerce Graduate with 55% marks and full time PGDM course in Material Management from Government recognized University/ Institute..
Experience	:	10 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	:	Candidate should be conversant with procurement procedures through E-Procurement / GeMs, Tendering, preparation of tender documents & CSQ and placement of orders, Materials Management, Purchase Procedure, Supply Chain and Logistics Management, Import/Export procedures, Rate contract finalization, Procurement Planning, various Inventory Management techniques such as ABC analysis, Stock level maintenance, FSN analysis, FIFO, Scrap Management and

	Stores Preservation. Knowledge of ERP is essential along with exposure to Cost Reduction techniques in Inventory Management.  Should have knowledge of GFR, Govt Guidelines of DPIIT, MSMEs, CVC relating to procurement policies etc.
<b>HR-16</b>	<b>: Assistant Manager (Costing)</b>
Qualification	: ICWA/CMA
Experience	: 08 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	: Candidate should have exposure in development of a Costing system preferably in a Light Engineering Industry, should be conversant with Bill of Material, Labor Cost analysis and apportionment of Overheads, profit center concept and budgeting systems.  The candidate should have experience of preparation of Cost Sheet and Cost Audit thereof. The candidate should preferably have exposure to CO module of SAP.
<b>HR-17</b>	<b>: Assistant Manager (Tool Room)</b>
Qualification	: Full time Engineering Degree in Mechanical/ Production with minimum 55% marks from a Government recognized university / institute.
Experience	: 08 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	: Candidate should have experience in the field of Design of fixtures for CNC machines, press tools and plastic moulding dies, jigs & fixtures etc on Computer Aided Design Software (CAD Software), Drawing preparation, Computer Aided Analysis (CAE), BOM preparation, Handling Engineering/Design Change Notes, Drawing Management, Material Selection, Heat treatment, Precision machining, Inspection. Candidate should have knowledge of Tool Room machines like Jig boring machine, EDM wire cut, CNC Turning / milling and spark erosion machine etc.
<b>HR-18</b>	<b>: Junior Manager (Marketing )</b>
Qualification	: Full Time MBA/ PGDM Specialization in Marketing with minimum 55% marks from a Government recognized university/ institute.
Experience	: 05 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	: Experience in social sector / rehabilitation / healthcare shall be preferred. Knowledge of marketing techniques & research, forecasting procedures & maintaining MIS is desirable. Working knowledge of Computer is essential. Experience in sales, marketing & supply chain management of product & services / institutional sales, event management will be preferred.
<b>HR-19</b>	<b>: Junior Manager (Tool Room)</b>
Qualification	: Full Time Engineering Degree in Mechanical / Production with minimum 55% marks from recognized university / institute.
Experience	: 05 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	: Candidate should have experience in the field of Design of fixtures for CNC machines, press tools and plastic moulding dies, jigs & fixtures etc on Computer Aided Design Software (CAD Software), Drawing preparation, Computer Aided Analysis (CAE), BOM preparation, Handling Engineering/Design Change Notes, Drawing Management, Material Selection, Heat treatment, Precision machining, Inspection. Candidate should have knowledge of Tool Room machines like Jig



		boring machine, EDM wire cut, CNC Turning / milling and spark erosion machine etc.
<b>HR-20</b>	:	<b>Junior Manager (Industrial Engineering)</b>
Qualification	:	Full time Engineering Degree in Mechanical/ Production/ Industrial Engineering with minimum. 55% marks from recognized university / institute.
Experience	:	05 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	:	Experience in establishing manufacturing process, process sheet preparation, Work Instructions, line trial, productivity & yield improvement, Value Engineering & Value Analysis activities in regular production. Knowledge of ERP, line set up, time study, work study, advance processes, identification & development of process tool, gauge & fixture will be preferred. Knowledge of Computer Aided manufacturing (CAM Software) & CNC programming.
<b>HR-21</b>	:	<b>Junior Manager (Production – Plastic Technologies)</b>
Qualification	:	Full time Engineering Degree in Plastics Technology with minimum. 55% marks from recognized university / institute.
Experience	:	05 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	:	Candidate should have experience in processing, development and manufacture of plastics/ allied products. The candidate should be well versed with development of injection-mold fabrication processes based on the product requirements and should have handled different types of Injection Molding Machines. The candidate should have demonstrated experience in trouble shooting of issues faced during plastic parts manufacturing and should ensure quality output of moulded components.
<b>HR-22</b>	:	<b>Junior Manager - Operation &amp; Maintenance (Electrical/ Electronics &amp; Instrumentation)</b>
Qualification	:	Full Time Engineering Degree in Electrical/ Electronic/ Instrumentation with minimum 55% marks from a Government recognized university/institute.
Experience	:	05 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	:	Experience in the operation & maintenance of electrical equipment, PLC, Switch gear (HT/LT), Operation and maintenance of sub-station, power generator and electrical of light engineering production machines, operation & maintenance/ Programming of CNC Operation & maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical drawing and estimation, operation manual, engineering specification etc. Working experience in Project of Plant & machinery Installation & Commissioning shall be preferred.
<b>HR-23</b>	:	<b>Junior Manager (Information Technology)</b>
Qualification	:	Full time B.Tech or B.E Degree in Computer Science/ IT or MCA with minimum. 55% marks from a Government recognized university / institute.
Experience	:	05 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	:	Experience in relevant IT field preferably in Manufacturing Sector using RDBMS in an integrated OLTP/Real Time / ERP Application environment. Candidate should have thorough knowledge of computer aided Production Planning and

		Scheduling, Inventory Control, Data Processing Techniques, Management Information Services, Accounting System, SCADA & Automation of machine/power system OR Techniques, Experience in Installation, configuring, Operation & Maintenance of computer hardware, software, Server systems, networks, printers, scanners, CCTVs, Biometric Punching System and its Integration, Implementation.
<b>HR-24</b>	:	<b>Junior Manager (Accounts)</b>
Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
Experience	:	05 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 of handling Finance, Taxes, knowledge of Balance Sheet and other functions. Should have capacity in dealing matters related to General Accounting, knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Pay Roll, Receivable and Payable Management, Revenue Billing, Purchase Finance, Treasury Management and Insurance matters. Knowledge of Revised Schedule VI, Tax Laws, TDS and Service Tax issues with latest developments in XBRL, Accounting Standards, CVC, DPE and CAG guidelines would be preferred.
<b>HR-25</b>	:	<b>Junior Manager (Personnel &amp; Administration)</b>
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	:	05 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 adequate knowledge of factories act, statutory labour laws, personnel management. Should have good communication skills (written & oral) with exposure to functional areas of HR / IR like training / recruitment / selection/handling/legal issues/employees welfare activities, general administration. Proficiency in Computers (MS Office & Internet etc.) would be preferred. Knowledge in ERP is essential.
<b>HR-26</b>	:	<b>Junior Manager (Design &amp; Development - Mechanical)</b>
Qualification	:	Full time Engineering Degree in Mechanical/ Production with minimum 55% marks from recognized university / institute.
Experience	:	05 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	:	Experience in the field of Design& Development/ Research. Candidate should have experience in dealing with development of drawings, working knowledge of Computer Aided Design tools (CAD Software), conversion of Drawing/ design (2D/3D), Bill Of Material preparation, Handling Engineering /Design Change Notes, Drawing Management, Prototype Development, Material Selection.
<b>HR-27</b>	:	<b>Junior Manager (Quality Control)</b>
Qualification	:	Full Time engineering Degree in Mechanical / Production/ Electrical / Electronics from recognized university/ institute with 55% marks.
Experience	:	05 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	:	Candidate should have knowledge and experience of calibration, inspection procedures, test methods and equipment, testing codes, writing of inspection

		reports, Knowledge & experience of TQM, Analytical techniques like –7 QC Tools, SQC, TPM etc. Knowledge and experience of various Chemical, Physical (both destructive and non-destructive), metallurgical tests, testing equipment's, Standards i.e. IS, BS, ASTM etc. Inspection procedures and development of special test set-ups is desirable. Knowledge of ERP is preferable.
<b>HR-28</b>	:	<b>Officer (Marketing )</b>
Qualification	:	Full Time MBA/ PGDM Specialization in Marketing with minimum 55% marks from a Government recognized university/ institute.
Nature of work	:	Candidate should have knowledge in social sector / rehabilitation / healthcare shall be preferred. Knowledge of marketing techniques & research, forecasting procedures & maintaining MIS is desirable. Working knowledge of Computer is essential. Experience in sales, marketing & supply chain management of product & services / institutional sales, event management will be preferred.
<b>HR-29</b>	:	<b>Officer (Marketing - After Sale Service)</b>
Qualification	:	Full Time Engineering Graduate in Mechanical from a Government recognized institution
Experience	:	Good Knowledge in Services of Automobile, Electrical and Electronics instruments, Good understanding in Customer Relationship Management (CRM) & Grievance Redressal Mechanism, Warranty Management, Inventory/ Spare Parts management. Good Communication skill and knowledge of ERP.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-30</b>	:	<b>Officer (Design &amp; Development)</b>
Qualification	:	Full time Engineering Degree in Mechanical/ Production with minimum 55% marks from recognized university / institute.
Experience	:	Candidate should have knowledge in the field of Design& Development/ Research. Candidate should have knowledge in dealing with development of drawings, knowledge of Computer Aided Design tools (CAD Software), conversion of Drawing/ design (2D/3D), Bill of Material preparation, Handling Engineering /Design Change Notes, Drawing Management, Prototype Development, Material Selection.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-31</b>	:	<b>Officer (Production Fabrication shop)</b>
Qualification	:	Full Time Engineering degree in Mechanical / Production with minimum 55% marks from a Government recognized university/ institute.
Experience	:	Candidate should have knowledge of TIG, MIG and Induction brazing processes for weld joints. Should have experience in developing, monitoring and execution of welding & brazing qualifications for various types of joints in MS, Al and SS materials (tubes, angles, sheets etc), manufacturing drawing study and preparation of weld location list, weld plan for existing and upcoming new products and giving required inputs from welding point of view to Design/ Process planning team. The candidate should have known how of welding defects, performing root cause analysis to mitigate/ eliminate the occurrence of weld defects, mechanical/ metallographic testing of welded joints as per design requirements.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-32</b>	:	<b>Officer (Information Technology)</b>
Qualification	:	Full time Engineering Degree in Computer Science/IT or MCA with minimum. 55% marks from recognized university/institute.
Experience	:	Candidate should have thorough knowledge of computer aided Production Planning and Scheduling, Inventory Control, Data Processing Techniques, Management Information Services, Accounting System, SCADA & Automation of machine/power system OR Techniques, Experience in Installation, configuring, Operation & Maintenance of computer hardware, software, Server systems, networks, printers, scanners, CCTVs, Biometric Punching System and its Integration, Implementation.

Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-33</b>	:	<b>Officer (Accounts)</b>
Qualification	:	Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India
Experience	:	The candidate should have good knowledge in Accounts and Taxation. Should have capacity in dealing matter related to General Accounting, Corporate Book Keeping, Taxation, Pay Roll, Revenue Billing, Purchase Finance, Debtors & Creditor analysis, Insurance, Banking and Reconciliation, TDS- Employees, Professional, Contractors, Cost compilation, Trust Accounting. Knowledge of Revised Schedule VI, Tax Laws, XBRL, IFRS, GST, DTC and exposure to statutory compliances, labour laws, CVC, DPE, CAG guidelines, secretarial laws would be preferred.
Mode of Selection	:	Score of CMA or CA is required
<b>HR-34</b>	:	<b>Officer (Industrial Engineering)</b>
Qualification	:	Full time Engineering Degree in Mechanical/ Production/ Industrial Engineering with minimum. 55% marks from a Government recognized university / institute.
Experience	:	Candidate should have knowledge in establishing time and Work Study, knowledge of best engineering practices such as Lean management, Kaizen, Kanban, optimization of manufacturing process, process sheet preparation, Work Instructions, line trial, productivity & yield improvement, Value Engineering & Value Analysis activities in regular production. Knowledge of ERP, line set up, time study, advance processes, identification & development of process tool, gauge & fixture will be preferred.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-35</b>	:	<b>Officer (Quality Control -Electronics)</b>
Qualification	:	Full Time Engineering Degree in Electrical / Electronic Engineering with 55% marks from a Government recognized university/ institute
Experience	:	Candidate should have knowledge of calibration, inspection procedures, test methods of electronic items, testing codes, inspection/ test reports preparation, defect analysis / prevention. Knowledge of TQM, Analytical techniques like -7 QC Tools, SQC, TPM etc. Practical knowledge of testing of various sophisticated electronic parts/ equipment and familiarity with ISO (QMS & EMS) & ERP with various standards i.e. EMC, IS, BS, ASTM & etc.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-36</b>	:	<b>Officer (Project)</b>
Qualification	:	Full Time Engineering Degree in Mechanical / Production Engineering with 55% marks from a Government recognized university/ institute
Experience	:	Knowledge in Projects for Plant & machinery Installation & Commissioning, schedule preparation, pre-planning and resource forecasting for engineering and other technical activities, erection of ETP/STP.
Mode of Selection	:	GATE SCORE OF 2021 or 2022 is required
<b>HR-37</b>	:	<b>Accountant</b>
Qualification	:	Graduate in Commerce – 3 year degree
Experience	:	04 years post qualification
Nature of Experience	:	Knowledge and experience in Accounting Function with adequate knowledge of computer operation.
<b>HR-38</b>	:	<b>Marketing Assistant</b>
Qualification	:	Minimum full time three years degree course from any Government recognized university / Institution.
Experience	:	04 years post qualification
Nature of Experience	:	Experience of working in Administrative functions of a reputed concern or in a Government organization.
<b>HR-39</b>	:	<b>Shop Assistant (CNC Operator)</b>

Qualification	:	Full time 3 years Diploma in Mechanical Engineering/ DME or ITI with specialization in Production from a Government approved/ recognized institute/ university
Experience	:	4 years- DME / 7 years- ITI – post qualification
Nature of Experience	:	The candidate should have hands on work experience in CNC Turn Mill / VMC/ Laser cutting/ Robotic Welding machines with adequate exposure to programming, component setting and development, fixtures & tooling aspects. The candidate should have experience of shop floor supervision with good understanding of limits, fits and tolerances and should be proficient in using CAD and CAM software.
<b>HR-40</b>	:	<b>Fabrication Assistant (Welder)</b>
Qualification	:	3-years Diploma in WELDING TECHNOLOGY/ MECHANICAL ENGINEERING from a Government approved/ recognized institute/ university
Experience	:	04 years post qualification
Nature of Experience	:	Must have thorough knowledge and experience of MIG, TIG, Electric Arc, Oxygen-Acetylene, Brazing, Induction Welding/ Brazing processes and Inspection/ Testing of Welds & joints. Should have good understanding of Welding Metallurgy. Prior experience in operations and supervision of Robotic Welding shall be an added advantage.
<b>HR-41</b>	:	<b>Shop Assistant (Paint &amp; Surface Treatment)</b>
Qualification	:	Full time 3 years Diploma in Chemical/Paint Technology from a Government approved/ recognized institute/ university
Experience	:	04 years post qualification
Nature of Experience	:	The candidate should have supervised a medium to large size conveyerized powder coating plant. Should have hands on experience in electroplating and surface preparation methods and should be able to meet the daily production targets assigned as per the accepted quality standards. The candidate should be able to work in coordination with Maintenance department for undertaking routine maintenance activities of a powder coating and electroplating plant. Ability to identify bottlenecks and improve yield shall be highly desirable.
<b>HR-42</b>	:	<b>Shop Assistant – (Electronics)</b>
Qualification	:	Full time 3 years Diploma in Electronics Engineering from a Government approved/ recognized institute/ university
Experience	:	04 years post qualification
Nature of Experience	:	The candidate must have supervised/ managed SMT manufacturing line which must also include process control and programming of SMT line. In addition to the SMT line, the candidate should also have experience in managing electronic product/ parts assembly lines and should be able to understand and interpret the hardware and software requirements from the circuit drawings/ diagrams and guide the assemblers/ repair technicians on assembly/ repair/ testing processes i.e. connecting requirements, fine soldering and testing of PCBs / Modules. The candidate should be familiar with the safety/ quality standards and be able to independently trouble shoot and calibrate electronic instruments. Experience in improving the yield rate/ wastage reduction shall be an advantage.
<b>HR-43</b>	:	<b>QC Assistant (Mechanical)</b>
Qualification	:	Full time 3-years Diploma in Mechanical Engineering from a recognized institute
Experience	:	04 years post qualification
Nature of Experience	:	The candidate must have through knowledge and experience of Reading engineering dimensional drawing, Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials, 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 projectoretc. and Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc.).
<b>HR-44</b>	:	<b>Assistant Personnel &amp; Administration</b>
Qualification	:	Graduate from any discipline
Experience	:	04 years post qualification

Nature of Experience	:	Experience of working in Administrative functions of a reputed concern or in a Government organization. English Typing @30 w.p.m. on computer or Hindi Typing @25 w.p.m. on computer. Working knowledge in Excel and Word.
<b>HR-45</b>	:	<b>Clerk &amp; Junior Assistant</b>
Qualification	:	Minimum full time three years degree course from any Government recognized university / Institution.
Experience	:	04 years post qualification
Nature of Experience	:	English Typing @30 w.p.m. on computer or Hindi Typing @25 w.p.m. on computer. Working knowledge in Excel and Word.
<b>HR-46</b>	:	<b>Stenographer</b>
Qualification	:	Graduate in any discipline from recognized University and Certificate/Diploma in Stenography from recognized ITI/ YMCA and other recognized sources. Shorthand Speed – 80 w.p.m Typewriting Speed – 30 wpm
Experience	:	4 years
Nature of Experience	:	Experience in Stenography in a reputed organization.
<b>HR-47</b>	:	<b>Service Assistant</b>
Qualification	:	Full time 3 years Diploma in Mechanical Engineering/ DME or ITI with specialization in Production from a Government approved/ recognized institute/ university
Experience	:	4 years- DME / 7 years- ITI – post qualification
Nature of Experience	:	Should have worked in Automobile garage or in servicing department of a reputed organization
<b>HR-48</b>	:	<b>Workman Maintenance (MMTM)</b>
Qualification	:	ITI Certificate from a Government recognized Institution in MMTM trade.
Experience	:	02 years post qualification
Nature of Experience	:	Must have thorough knowledge and experience of <ol style="list-style-type: none"> <li>1. Reading engineering drawing, identifying the problems of machines and using all instruments normally used for fitting and measuring instruments like Vernier Calipers, Micrometer, Depth &amp; height gauges etc.</li> <li>2. Knowledge of functions, operations and maintenance of various types machines like Milling, Turning, drill machines, CNC Machines deburring machine etc,</li> <li>3. Machine parts to specifications using machine tools.</li> <li>4. Set up, adjust, and operate all of the basic machine tools and specialized or advanced variation types of machines in order to perform precision machining operations.</li> </ol>
<b>HR-49</b>	:	<b>Workman Maintenance (Plumber)</b>
Qualification	:	ITI Certificate from a Government recognized Institution in Plumber trade.
Experience	:	02 years post qualification
Nature of Experience	:	Must have through knowledge and experience of <ol style="list-style-type: none"> <li>1. Reading dimensional sketches, various types of valves, flanges &amp; pipe fitting for the utilities and services and their maintenance.</li> <li>2. Various types of threads and cutting of the same.</li> <li>3. Different types of pipe support and their appropriate use.</li> <li>4. Different types of tools &amp; equipment's used for day to day maintenance of pipe work &amp; fittings.</li> <li>5. Water supply distribution system and maintenance of sanitary fittings</li> <li>6. Must have knowledge of Hydrant water pipe line.</li> <li>7. Pipe bending fabrication, erection, maintenance including welding techniques.</li> <li>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.</li> </ol>
<b>HR-50</b>	:	<b>Workman Maintenance (Fitter)</b>
Qualification	:	ITI Certificate from a Government recognized Institution in Fitter trade.
Experience	:	02 years post qualification

Nature of Experience	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. Inspecting machinery and making repairs erecting machinery and equipment on site.
<b>HR-51</b>	: <b>Workman Maintenance (Electrical)</b>
Qualification	: ITI Certificate from a Government recognized Institution in Electrical/ Electrician Trade.
Experience	: 02 years post qualification
Nature of Experience	: Experience of Operation & maintenance of Plant & machines, pneumatic and Electrical equipment e.g. panel, drive, motor, generator, transformer, rectifier etc. Should be able to troubleshoot & repair electrical equipment and system.
<b>HR-52</b>	: <b>Assembler</b>
Qualification	: ITI Certificate from a Government recognized Institution in Fitter trade.
Experience	: 02 Yrs. in same trade.
Nature of Experience	: Must have thorough knowledge and experience of Reading engineering drawing, identifying and using all instruments normally used for fitting and measuring instruments like Vernier Calipers, Micrometer, Depth & height gauges etc., Grinding chisels, drills, reamers, taps etc., Making components to the required limits and fits for fitting jobs, Making simple gauges and templates, Operating various types of drill machines, debarring machine perfection in tool edge grinding, assembling components as per drawing, Day to day tasks include fitting and assembling parts and sub-assemblies, shrink-fitting parts during assembly, manufacturing and repairing hydraulic and pneumatic equipment, Inspecting machinery and making repairs erecting machinery and equipment on site.
<b>HR-53</b>	: <b>Store Assistant (MM – Plastics)</b>
Qualification	: Full time three years Diploma in Plastics Engineering with minimum 55% marks from a Govt. recognized Institute/University
Experience	: 02 Yrs.
Nature of Experience	: Candidate should be experienced in Inventory management techniques such as FIFO, Preparation of GRNs, BIN Card, Stores Preservation, Keeping records and maintaining correspondence regarding the receipt and inspection of materials, equipment etc. Computer knowledge on MS-Word, Excel and data entry/Tally etc. Working knowledge and understanding of ERP systems & E-file management with good communication skills.
<b>HR-54</b>	: <b>Store Assistant (MM- General Stores)</b>
Qualification	: Full time three years Commerce graduate with minimum 55% marks from a Govt. recognized Institute/University
Experience	: 2 years post-graduation
Nature of Experience	: Candidate should be experienced in Inventory management techniques such as FIFO, Preparation of GRNs, BIN Card, Stores Preservation, Keeping records and maintaining correspondence regarding the receipt and inspection of materials, equipment etc. Computer knowledge on MS-Word, Excel and data entry/Tally etc. Working knowledge and understanding of ERP systems & E-file management with good communication skills.

**ABBREVIATIONS:**

“UR” - Unreserved; “SC” - Scheduled Caste; “ST” - Scheduled Tribe; “OBC (NCL)” - Other Backward Classes (Non-Creamy Layer);” EWS” - economically Weaker Section; “PwBD” - Divyangjan or Persons with Benchmark Disabilities; “HH”- Hearing Handicapped.

## SELECTION PROCESS:

For Sl. No. **1 to 27**, 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. For E-0 posts at Sl. No. **28 (Officer - Marketing)**, selection will be based on Online Written Test/ Interview or Both. For E-0 posts at Sl. No. **29 to 36**, the scrutiny shall be on the basis of marks in the GATE/ CLAT/ UGC-NET/ MBA or CMA/CA marks. First 7 candidates per post shall be required to give an online written test. For Sl. No. **37 (Accountant), 38 (Marketing Assistant) and 54 (Store Assistant- MM - General)** selections will be based on Online Written Test. **39 to 53 except Sl. No. 44-46**, Online or Written Test or Interview/Skill test or both will be conducted. For Sl. No. **44 (Assistant Personnel Administration, 45 (Clerk & Junior Assistant) & 46 (Stenographer)**, the selection shall be on the basis of 1<sup>st</sup> Typing Test and Candidates qualifying the Typing Test will be called for Online Written Test and the final selection will be based on Merit list of Online Written Test. The candidature of all applicants would be provisional and subject to subsequent verification of certificates/testimonials etc.

## RELAXATION

Relaxations for SC / ST / OBC (Non-Creamy Layer) /EWS/ PwBD (Divyangjan) (Percentage of disability 40% or above) candidates will be provided as per guidelines of Govt. of India. The SC/ST /OBC (NCL)/EWS/ candidates who apply against unreserved (UR) posts will not be eligible for age relaxation and PwBD (Divyangjan) (Percentage of disability 40% or above) candidates are eligible for age relaxations.

## GENERAL CONDITIONS:

1. The applicant must be citizen of India.
2. The candidate should not have exceeded the age limit as on **01-08-2022**. The date for reckoning the age, qualification, experience etc. shall be on **01.08.2022**
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.144000/-
2.	Dy. General Manager [E-6]	Rs. 126000/-
3.	Sr. Manager [E-5]	Rs. 108000/-
4.	Manager [E-4]	Rs. 90000/-
5.	Dy. Manager [E-3]	Rs.72000/-
6.	Assistant Manager [E-2]	Rs.54000/-
7.	Jr. Manager [E-1]	Rs. 36000/-
8.	Officer [E-0]	NIL

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](http://www.alimco.in) under the head "Recruitment". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit ALIMCO website 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 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. Officers at E-0 will be given a fixed stipend of Rs. 30,000 for initial 1 year. Confirmation on satisfactory performance after 1 year of joining the corporation, will be absorbed in regular pay scale as per recruitment rules of the Corporation.
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. Candidates belonging to OBC category but not covered under 'Non-creamy layer' should indicate their category as 'General'.
17. The candidates called for the Interview/Skill 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 written examination.
18. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBCNCL/EWS/ PwBD) for which required documentary proof need to be attached with the application. If later it is found that such a statement/ certificate is false, the candidate will be liable for suitable action including termination of services and prosecution.
19. Appointment to the post will be subject to being found medically fit by the Chief Medical Officer as per the prescribed Health Standards.
20. The appointment against vacancies reserved for EWS category candidates shall be provisional and subject to the Income and Asset certificate to be verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services of the concerned persons will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities as authorized by Govt. of India.
21. 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.
22. Application fee shall be refunded in case management decides to cancel the process of recruitment of any post for any reason.
23. 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.
24. 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.
25. The candidates are liable to be transferred anywhere in India including in the initial posting as per the requirement of the corporation.
26. Any modifications / amendments in the advertisement will be given on the ALIMCO website only i.e. [www.alimco.in](http://www.alimco.in) and no separate advertisement will be issued.
27. All important information regarding this recruitment will be available on the ALIMCO website [www.alimco.in](http://www.alimco.in) and as such, candidates are advised in their own interest to visit the website periodically to get update.
28. The indicative CTC for various posts at minimum of pay-scale are as follows: -

S.N o.	Post	Basic Salary	IDA @32.5%	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	32500	35000	18000	39750	225250	2703000	450000	3153000
2	Dy. General Manager [E-6]	90000	29250	31500	16200	35775	202725	2432700	350000	2782700
3	Sr. Manager [E-5]	80000	26000	28000	14400	31800	180200	2162400	250000	2412400
4	Manager [E-4]	70000	22750	24500	12600	27825	157675	1892100	200000	2092100
5	Dy. Manager [E-3]	60000	19500	21000	10800	23850	135150	1621800	175000	1796800
6	Assistant Manager [E-2]	50000	16250	17500	9000	19875	112625	1351500	140000	1491500
7	Jr. Manager [E-1]	40000	13000	14000	7200	15900	90100	1081200	120000	1201200
8	Officer [E-0]	30000	9750	10500	5400	11925	67575	810900	84000	894900
9	Group D	18790	6106.75	6577	3382	7469.03	42324.77	507897	71400	579297
10	Group C	17820	5791.5	6237	3208	7083.45	40139.95	481679	71400	553079
11	Group B	17110	5560.75	5989	3080	6801.23	38540.97	462492	71400	533892

**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:**

1. Candidates must apply in the Common Application Format devised by ALIMCO. Those candidates who had applied for any above posts against earlier advertisement may need to apply afresh. 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.

2. Candidates should ensure that they have filled in the Application Format complete in all respects legibly.

3. Applications in the prescribed format must be submitted along with self-attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and nonrefundable Demand Draft of Rs. 500/- for Sl. No 1-36 and Rs.250/- for Sl. No. 37-54 (SC / ST/ PwBD and departmental candidates are exempted from payment of application fee) drawn in favour of ALIMCO, payable at Kanpur, may be sent only by Post/Courier to the Manager (Administration), ALIMCO, Naramau, G. T. Road, Kanpur-209217. 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 i.e. 20-09-2022** Applications not in prescribed format or without supporting documents for Age, Qualification, Experience, Application fee, Caste (if applicable) etc. or sent through any other modes via email, fax and by hand etc. shall be summarily rejected.

4. Candidate should 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 must reach ALIMCO Kanpur on or before the prescribed closing date i.e. **20.09.2022**

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**Self-attested 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. Non Refundable Demand Draft in favor of ALIMCO payable to Kanpur.
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.
9. Copy of certificate candidate's claim as belonging to EWS
10. GATE/ UGC-NET/ CA or CMA Score Card/ MBA Score Card.
11. Please write Advertisement No., Category & post applied for on the top of Envelope.

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(D) ACADEMIC PERFORMANCE :

1. Basic Qualifications :

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

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

Exam Passed	Institution/ University/ Board	Branch of Specilization	Duration of Study	Month & Year of Passig MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

3. Additional Qualification, if Any:


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

Teaching experience and training period including Induction training will not be counted as experience

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason for leaving
			From 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/PwBD Certificate (If applicable).
2. Demand Draft of Rs 500/- for Sl. No 1 to 36 & Rs.250/- for Sl.No 37 to SL.No. 54 in favour of ALIMCO, payable at Kanpur, (SC/ST/PwBD Exempted).
3. Certificates in support of age, education qualifications, experience, Salary Slip 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.
6. Certificates in support of proof of candidate's claim as belonging to EWS.

**LAST DATE FOR RECEIPT OF APPLICATIONS : 20 .09.2022**