

Artificial Limbs Manufacturing Corporation of India
(A Mini Ratna- Central PSU)
G.T. Road, Kanpur

ENGAGEMENT OF VARIOUS POSITION ON CONTRACT BASIS

Artificial Limbs Manufacturing Corporation of India (ALIMCO) invites application for engagement of Manager (Project Mechanical), Manager (Project- Electronics), Dy. Manager (Operations & Maintenance), Assistant Manager (Process Planning), Asst. Manager (Die & Tool Design), Assistant Manager (Industrial Engg.), Assistant Manager (Material Management), Assistant Manager (Operations & Maintenance), Jr. Manager (Design Development-Electronics), Jr. Manager (Plastic Technology), Jr. Manager (Die & Tool Design), Jr. Manager (Maintenance), Jr. Manager (Operations & Maintenance), Jr. Manager (Quality Control-Electronics), Jr. Manager (Quality Control-Mechanical), Jr. Manager (Marketing), Jr. Manager (Finance), Jr. Manager (P&A), Officer (Process Planning), Officer (Tool Room), Officer (Maintenance), Officer (Material Management), Officer (Operations & Maintenance), Officer (Quality Control-Electronics), Officer (Quality Control- Mechanical), Officer (P&A), Workman (Maintenance), Workman (Stores), Workman (QC-Electronics), Workman (Quality Control - Mechanical), Workman (Marketing) and Workman (Finance) on contract basis initially for a period of three years at ALIMCO HQ and its other units. For Further details please log on to www.alimco.in. **The last date of submission of application is 16.04.2021.** Application received after the last date would be summarily rejected. You may keep in touch with our website for further information in future. Kindly note that no separate communication will be sent by the Corporation in this regard.

Positions Details

S. No	Post Code	Post	Equivalent category	Fixed Gross/ Consolidate d pay	Upper age limit as on 01.04.21	No. of Vacancy	Exp. (Yrs) As on 01.04.21
1.	Con-1	Manager (Project-Electronics)	E-4	105000/-	50	01	12
2.	Con-2	Manager (Project-Mechanical)	E-4	105000/-	50	01	12
3.	Con-3	Dy. Manager (Operations & Maintenance)	E-3	90000/-	50	01	10
4.	Con-4	Assistant Manager (Process Planning)	E-2	75000/-	45	01	08
5.	Con-5	Asst. Manager (Die & Tool Design)	E-2	75000/-	45	01	08
6.	Con-6	Assistant Manager (Industrial Engg.)	E-2	75000/-	45	01	08
7.	Con-7	Assistant Manager (Material Management)	E-2	75000/-	45	01	08
8.	Con-8	Assistant Manager (Operations & Maintenance)	E-2	75000/-	45	01	08
9.	Con-9	Jr. Manager (Design Development - Electronics)	E-1	60000/-	45	01	05
10.	Con-10	Jr. Manager (Plastic Technology)	E-1	60000/-	45	01	05
11.	Con-11	Jr. Manager (Die & Tool Design)	E-1	60000/-	45	01	05
12.	Con-12	Jr. Manager (Maintenance)	E-1	60000/-	45	01	05
13.	Con-13	Jr. Manager (Operations & Maintenance)	E-1	60000/-	45	04	05
14.	Con-14	Jr. Manager (Quality Control)-Electronics)	E-1	60000/-	45	01	05
15.	Con-15	Jr. Manager (Quality Control-Mechanical)	E-1	60000/-	45	01	05
16.	Con-16	Jr. Manager (Marketing)	E-1	60000/-	45	01	05
17.	Con-17	Jr. Manager (Finance)	E-1	60000/-	45	01	05
18.	Con-18	Jr. Manager (P&A)	E-1	60000/-	45	01	05
19.	Con-19	Officer (Process Planning)	E-0	45000/-	40	01	02
20.	Con-20	Officer (Tool Room)	E-0	45000/-	40	01	02
21.	Con-21	Officer (Maintenance)	E-0	45000/-	40	01	02
22.	Con-22	Officer (Material Management)	E-0	45000/-	40	01	02
23.	Con-23	Officer (Operations & Maintenance)	E-0	45000/-	40	01	02
24.	Con-24	Officer (Quality Control-Electronics)	E-0	45000/-	40	01	02
25.	Con-25	Officer (Quality Control-Mechanical)	E-0	45000/-	40	01	02
26.	Con-26	P&A Officer	E-0	45000/-	40	01	02
27.	Con-27	Workman (Maintenance)	W	30000/-	40	01	04
28.	Con-28	Workman (Stores)	W	30000/-	40	01	03

29	Con-29	Workman (Electronics)	(QC-	W	30000/-	40	01	04	
30	Con-30	Workman (Mechanical)	(QC-	W	30000/-	40	02	04	
31	Con-31	Workman (Marketing)		W	30000/-	40	02	04	
32	Con-32	Workman (Finance)		W	30000/-	40	01	04	
Total Vacancy							37		

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION

Con-01 Manager (Project- Electronics)

Qualification: Bachelors Degree in Electrical / Electronic Engineering/Instrumentation from recognized university/ institute with 55% marks.

Experience A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private/ Manufacturing Sector of Project for Plant & machinery Installation & Commissioning, schedule preparation, pre-planning and resource forecasting for engineering and other technical activities, PERT/CPM, HT Line/LT Line relating to the project. Knowledge of ERP will be preferred.

Con-02 Manager (Project- Mechanical)

Qualification: Bachelors Degree in Mechanical Engineering from recognized university/ institute with 55% marks.

Experience A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private/ Manufacturing Sector of Project for Plant & machinery Installation & Commissioning, schedule preparation, pre-planning and resource forecasting for engineering and other technical activities, erection of ETP/STP.

Con-03 Dy. Manager (Operations & Maintenance)

Qualification: Bachelors Degree in Electrical / Electronic Engineering/Instrumentation from recognized university/ institute with 55% marks.

Experience: A minimum 10 year post qualification experience in the operation & maintenance of electrical equipment, 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.

Con-04 Assistant Manager (Process Planning)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturer in relevant field. 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, advance processes, identification & development of process tool, gauge & fixture will be

preferred. Knowledge of Computer Aided manufacturing (CAM Software) & CNC programming.

Con-05 Asst. Manager (Die & Tool Design)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private/ Manufacturing Sector in the field of Tool & Die Design. Candidate should preferably have experience in the field of Design of fixtures for CNC machines, press tools and plastic moulding dies, jigs & welding fixtures etc. Working knowledge of Computer Aided Design tools (CAD Software), Drawing preparation, Computer Aided Analysis (CAE), BOM preparation, Drawing Management, Material Selection. Knowledge of heat treatment & Precision machining will be an added advantage.

Con-06 Assistant Manager (Industrial Engg)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 08 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturing Sector in relevant field. Experience in establishing Time and Work Study, knowledge of best engineering practices such as Lean management, Kaizen, Kanban, state of art manufacturing process, process sheet preparation, Work Instructions, line trial/balancing/set-up, productivity & yield improvement, Value Engineering & Value Analysis activities in regular production. Knowledge of ERP, advance processes, identification & development of process tool, gauge & fixture will be preferred.

Con-07 Assistant Manager (Material Management)

Qualification: Bachelor's Degree in Mechanical or Electrical Engineering from recognized university/ institute with 55% marks and Candidates having Post Graduate Diploma in Material Management (PGDMM) will be preferred.

Experience: A minimum 08 years post qualification experience in handling Stores and keeping Accounts in a Store of a concern of Central or State Government autonomous organization, PSUs or in any Private Organization listed on the stock exchange(s) of India. Experience in handling and managing independently stores & inventory control functions, shipping and receiving. Knowledge of store preservation, JIT, FIFO & ERP will be preferred.

Con-08 Assistant Manager (Operations & Maintenance)

Qualification: Bachelors Degree in Mechanical/ Electrical / Electronic Engineering/Instrumentation from recognized university/ institute with 55% marks.

Experience: A minimum 08 year post qualification experience in the operation & maintenance of electrical equipment, Switch gear (HT/LT), Operation and maintenance of sub-station, power generator and electricals 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.

Con-09 Jr. Manager (Design Development - Electronics)

Qualification: Bachelor's Degree in Electrical / Electronic Engineering from recognized university/ institute with 55% marks

Experience: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private/ Manufacturing Sector or Research Organization of repute in the field of Design & Development/ Research. Working knowledge of electronic circuit board assembly, testing of printed circuit board assembly, troubleshooting, PCB design, Circuit simulation, preparation of Bill of Materials, IGBTs, FETs, Wireless Sensor and other electronic power switching devices. Experience of Robotics/Bio Signal processing/ Digital Signal Processing/ Human Anatomy and Orthopaedics, field failure analysis of electrical/ electronic devices. Arduino programming environment shall be preferred.

Con-10 Jr. Manager (Plastic Technology)

Qualification: Bachelors Degree in Plastic Technology/ Plastic Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturing Sector in the field of Plastic Product Design & Development. Should have knowledge of material selection & tailoring of material. Should have working knowledge of mould design for injection moulding, blow moulding, compression moulding etc. & processing parameters of plastics.

Con-11 Jr. Manager (Die & Tool Design)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturing Sector in the field of Tool & Die Design, New Product Design & Development. Candidate should preferably have experience in the field of Design of fixtures for CNC machines, press tools and plastic moulding dies, jigs & welding fixtures etc. Working knowledge of Computer Aided Design tools (CAD Software), Drawing preparation, Computer Aided Analysis (CAE), BOM preparation, Drawing Management, Material Selection. Knowledge of Heat treatment & Precision machining will be an added advantage.

Con-12 Jr. Manager (Maintenance)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 05 year post qualification experience in public sector undertaking or Reputed private/ manufacturing sector in maintenance department. Candidate should have vast experience in the distribution of power supply and maintenance of Mechanical equipment, CNC machines and Semi Automated/Automated plants. Experience in maintenance of production machines, pneumatic and Hydraulic control, understanding of mechanical/ civil drawing and estimation, operation manual, engineering specification. Sound knowledge of Health and Safety regulation, Boiler regulation act, pollution control rules. Knowledge of Tendering procedure for AMC etc. is desirable. Working experience in Project of Plant & machinery Installation & Commissioning shall be preferred. Knowledge of ERP is preferable.

Con-13 Jr. Manager (Operations & Maintenance)

Qualification: Bachelors Degree in Electrical / Electronic Engineering/Instrumentation from recognized university/ institute with 55% marks.

Experience: A minimum 05 year post qualification experience in the operation & maintenance of electrical equipment, Switch gear (HT/LT), Operation and

maintenance of sub-station, power generator and electricals of light engineering production machines; operation& mintenance/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.

Con-14 Jr. Manager (Quality Control - Electronics)

Qualification: Bachelors Degree in Electrical / Electronic Engineering from recognized university/ institute with 55% marks

Experience A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Quality Assurance / Quality Control Department of electrical/electronic component or product manufacturing industry is essential. Candidate should have knowledge to inspect electronics to ensure compliance with all applicable regulations and safety standards, experience of calibration, inspection procedures, test methods for sophisticated electronic equipment, testing codes etc. Knowledge of ISO (QMS & EMS) & ERP is preferable.

Con-15 Jr. Manager (Quality Control - Mechanical)

Qualification: Bachelors Degree in Mechanical / Production Engineering from recognized university/ institute with 55% marks

Experience A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Quality Assurance / Quality Control Department of manufacturing industry is essential. 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 equipments, Standards i.e. IS, BS, ASTM etc. Inspection procedures and development of special test set-ups is desirable. Knowledge of ISO (QMS &EMS)& ERP is preferable

Con-16 Jr. Manager (Marketing)

Qualification: Bachelors Degree in Engineering/PGDMM from recognized university/ institute with 55% marks.

Experience A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturer in relevant field. Experience in establishing manufacturing process, managing purchasing, inventory control functions, shipping and receiving, GST Invoice generation and also planning and administering department budgets. Knowledge of ERP will be preferred.

Con-17 Jr. Manager (Finance)

Qualification: Passed Final examination of Institute of Chartered Accountants / Institute of Cost Accountants of India

Experience A minimum 05 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in finance & Accounts department having 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.

Con-18 Jr. Manager (P&A)

Qualification: A recognized degree in any discipline and MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks. Degree in Law would be an added advantage.

Experience A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. 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.

Con-19 Officer (Process Planning)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturer in relevant field. 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, advance processes, identification & development of process tool, gauge & fixture will be preferred.

Con-20 Officer (Tool Room)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private/ Manufacturing Sector of repute in Tool Room/precision machine shop. Candidate should preferably have experience in manufacturing of jigs, fixture, press tools and plastic moulding dies on precision machines like CNC machine, EDM wire cut, spark erosion, jig boring.

Con-21 Officer (Maintenance)

Qualification: Bachelors Degree in Mechanical / Production Engineering/Industrial Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 02 year post qualification experience in public sector undertaking or Reputed private/ manufacturing sector in maintenance department. 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. Experience in maintenance of production machines and plants, pneumatic and Hydraulic control, understanding of mechanical/ civil drawing and estimation, operation manual. Sound knowledge of Health and Safety regulation, Electricity Act & Rules, Boiler regulation act, pollution control rules. Knowledge of Tendering procedure for AMC etc. is desirable. Working experience in Project of Plant & machinery Installation & Commissioning shall be preferred. Knowledge of ERP is preferable.

Con-22 Officer (Material Management)

Qualification: Bachelor's Degree in Engineering from recognized university/ institute with 55% marks.

Experience: A minimum 02 years post qualification experience in handling Stores and keeping Accounts in a Store of a concern of Central or State Government, autonomous organization, PSUs or in any Private Organization listed on the stock exchange(s) of India. Experience in stores & inventory control functions, shipping and receiving, store preservation, JIT, FIFO etc. and issuing /preparation of MIN, GRN and maintaining bin card/bar-coding, knowledge of ERP will be preferred.

Con-23 Officer (Operations & Maintenance)

Qualification: Bachelors Degree in Electrical / Electronic Engineering/Instrumentation from recognized university/ institute with 55% marks.

Experience: A minimum 02 year post qualification experience in the operation & maintenance of electrical equipment, 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.

Con-24 Officer (Quality Control - Electronics)

Qualification: Bachelors Degree in Electrical / Electronic Engineering from recognized university/ institute with 55% marks

Experience A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Quality Assurance / Quality Control Department of electrical/electronic component or product manufacturing industry is essential. Candidate should have knowledge to inspect electronics to ensure compliance with all applicable regulations and safety standards, experience of calibration, inspection procedures, test methods for sophisticated electronic equipment, testing codes etc. Knowledge of ISO (QMS & EMS) & ERP is preferable.

Con-25 Officer (Quality Control - Mechanical)

Qualification: Bachelors Degree in Mechanical / Production Engineering from recognized university/ institute with 55% marks.

Experience A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector. Experience in Quality Assurance / Quality Control Department of manufacturing industry is essential. 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 equipments, Standards i.e. IS, BS, ASTM etc. Inspection procedures and development of special test set-ups is desirable. Knowledge of ERP is preferable.

Con-26 Officer (P&A)

Qualification: A recognized degree in any discipline and MBA (HR) Post Graduate degree/ Diploma in Personnel/HR/IR/ Management with minimum 55% marks. Degree in Law would be an added advantage.

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Personnel/ Administration Department. Knowledge in Personnel/ Management, Labour Law and Factories

Act is essential. Experience in functional areas of HR like training/recruitment/employee's welfare activities, general administration & proficiency in Computers (MS Office & Internet etc.) would be preferred.

Con-27 Work Man (Maintenance)

Qualification: Diploma in Mechanical or Electrical Engineering from recognized university/institute with 55% marks

Experience: A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturing Sector in relevant field. Experience of Operation & maintenance of Pant & machines, pneumatic and Hydraulic control Equipments.

Con-28 WorkMan (Stores)

Qualification: Bachelor's Degree with Commerce/Economics/Statistics/ Business Studies as a subject from a recognized university/Institute with minimum 55% marks.

Experience: A minimum 02 years post qualification experience in handling Stores and keeping Accounts in a Store of a concern of Central or State Government, autonomous organization, PSUs or in any Private Organization listed on the stock exchange(s) of India. Knowledge of ERP will be preferred.

Con-29 WorkMan (QC- Electronics)

Qualification: Diploma in Electronic or Instrumentation Engg.

Experience A minimum 04 years post qualification work experience in Public Sector Undertaking or Reputed Private manufacturing sector of Quality Control Department. Must have through knowledge and experience of

1. Reading electronic circuits & engineering dimensional drawing.
2. Experience of testing laboratory & inspection of different types of electrical / electronic components like capacitor, resistance, electronic circuit, power supply etc.
3. Fair knowledge of using electrical/ electronic test equipment like multi meter, clamp meter, CRO etc.
4. Monitor production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality etc.
4. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc.).

Con-30 Workman (QC- Mechanical)

Qualification: Diploma in Mechanical Engineering.

Experience A minimum 04 years post qualification work experience in Public Sector Undertaking or Reputed Private manufacturing sector of Quality Control Department. Must have through knowledge and experience of :

1. Reading engineering dimensional drawing.
2. Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials.
3. 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 projector etc.
4. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms, Customer Complaints etc.).

Con-31 WorkMan (Marketing)

Qualification: Bachelor's Degree in Mechanical Engineering from recognized university/ institute with 55% marks.

Experience A minimum 02 years post qualification experience in Public Sector Undertaking or Reputed Private Manufacturer in relevant field. Experience in establishing manufacturing process, managing purchasing, inventory control functions, shipping and receiving, and also planning and administering department budgets. Knowledge of ERP will be preferred.

Con-32 WorkMan (Finance)

Qualification: Graduate in Commerce.

Experience: 04 Yrs in field of accounting functions.

Preferred: Experience in Tally would be preferred.

PERIOD OF ENGAGEMENT

- The initial engagement for a person as Contractual Fixed Term Employment (FTE) engaged directly by the Corporation would be for a period of 3 years, the aforesaid requirements are purely on contract basis for a period of three years, Thereafter, the engagement would be reviewed on year to year basis as per the requirement of the corporation which may be extended or curtailed at the sole discretion of the Corporation. Engaged person shall have no claim for appointment on regular basis by virtue of being engaged on contractual basis. The incumbents are liable to be transferred/ posted anywhere in India at the discretion of ALIMCO.
- The appointment of Contractual Fixed Term Employment (FTE) engaged directly by the Corporation would be on full-time basis and they would not be permitted to take up any other assignment during the period of employment.
- The appointment of Contractual Fixed Term Employment (FTE) engaged directly by the Corporation is of a temporary nature against the specific jobs. The appointment can be cancelled at any time by the corporation without assigning any reason what so ever it may.

Terms and Conditions

1. Candidates Fulfilling the Qualification and Experience Criteria may apply in the prescribed format enclosed as Annexure-II [Bio data Format] along with relevant documents.
Note:
 - i. Bio data/ Application shall be send by the applicant from Speed Post/Registered Dak/Courier etc. only.
 - ii. Bio data/ Application in the prescribed Format (Annexure-II) with required documents shall only be considered for short listing (Annexure-II without enclosures shall be rejected).
 - iii. No email shall be sent by ALIMCO to individual for missing documents.
2. Only those who meet the prescribed eligibility criteria need to apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. ALIMCO reserves the right to reject any application without assigning any reason.
3. Completed Applications as per format (Annexure-II) along with self-attested certificates pertaining to Educational Qualification (Incl. mark sheet certificate), Professional Qualification Experience, Date of Birth bearing 10th mark, sheet/ pass certificate, Caste Certificate and Post Qualification Experience should be send through Speed Post/ registered Post/ Courier etc. to the

Manager (Personnel & Administration)
Artificial Limbs Manufacturing Corporation of India
G.T.Road., Kanpur- 209217 (U.P.).

The 'Advt. No.' and the 'Post Applied For' should be mentioned on the envelope so as to reach on or before the closing date i.e. 16.04.2021 Applications not in prescribed format or without supporting documents for Age, Qualification and Experience etc or sent through any other modes viz email, fax and by hand etc. shall be summarily rejected/not acceptable.

4. Physically fit and mentally agile candidates above age criteria and above said post as on 16.04.2021 having adequate experience will be considered. NO TA/DA will be paid for attending the interview.
5. During the validity of the Contract of engagement, while on duty, engaged person shall (i) observe the punctuality & discipline (ii) attend Office on all working days , and if necessary on holidays. If required, he/she will have to work even beyond normal office hours.
6. On the top of the envelope, the candidate must write the relevant designation as per example shown under:
For Example: If a candidate is sending application for designation, Manager (Project Electronics), the Post applied for should be:

"Application for Manager (Project Electronics)"

Please ensure that Applications sent should be filled only in Prescribed format as per "Annexure - II" (to be downloaded from ALIMCO website only) along with all supporting documents mentioned in the advertisement published on the website. Application received at our end and not in conformity to website advt. will not be considered.

7. ALIMCO shall not be responsible for any loss of Speed Post/ Registered Post/ Courier etc. No request in this regard will be entertained.
8. Short listed candidates will be informed about the Date & time of the interview through email/ Speed Post/ registered Post/ courier etc. mentioned in the CV. Interviews will be held through either physical presence or online mode i.e through video conferencing or any such virtual mode which will be specified in the interview call letter.
9. Screening and selection will be based on the details provided in the application form received in Posted documents, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and ALIMCO will NOT be responsible for disqualification as a consequence of furnishing of such wrong/false information.
10. The email address specified in the Bio data/application [Annexure-II] should be valid/ functional for at least 24 months from the date of the submission of application. Kindly ensure that your email is valid and operational. Shortlisted candidates will be called for interviews. The e-mail as stated should not be in junk/spam list.
11. Depending upon the requirement, ALIMCO reserves the right to cancel/curtail/ increase the no. of vacancies without any further notice and without assigning any reason thereof.

12. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-

$$\frac{\text{Number of working days on which office has been attended} \times \text{Monthly Remuneration}}{\text{Number of working days in the month}}$$

The engaged person will have no right to claim any additional benefit/compensation/absorption/regularization of services in the Corporation during or after the period of engagement under any provision.

13. Computer proficiency is essential. Company reserves the right to relax the above conditions in exceptional cases. Prescribed Educational Qualifications & No. of year of experience are the minimum qualifying criteria. Mere possession of the same does not entitle candidates for interview. ALIMCO also reserves the right to reject any candidature without assigning any reason whatsoever ALIMCO's decision in this respect is final.
14. The number of vacancies can vary and will solely dependent on Corporation requirements.
- i. Management reserves right to cancel/restrict/modify and alter selection/recruitment process at any stage without issuing any notice/ Extension or assigning any reason whatsoever.
 - ii. Candidates should be of sound health and have to provide Medical Fitness Certificate in this respect from Government Hospital/Company Nominated Hospital shall be submitted at the time of joining.
 - iii. For Outstation assignments other than place of posting, Travel, lodging and Daily allowances shall be as per company rules.
15. The Contractual Fixed Term Employment (FTE)Engagement shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc.
16. Contractual Fixed Term Employment (FTE) shall be eligible for 12 day's leave in a calendar year on pro-rata basis. Therefore, a contractual Engage shall not draw any remuneration in case of his /her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Corporation would be free to terminate the services in case of absence of Fixed Term Engage (FTE) a Consultant by more than 15 days beyond the entitled leave in a calendar year.
17. No TA/DA shall be admissible for attending Interview & joining the assignment or on its completion. However, Contractual Fixed Term Employment (FTE) Engage engagement shall be allowed TA/DA for their travel inside the country in connection with the official work as mentioned in their categories.
18. Contractual Fixed Term Employment (FTE) may follow the normal working hours as prescribed (i.e. from 9.00AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work.
19. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.
20. The Corporation has reserves the right to terminate the contract, by giving fifteen days' notice to the Contractual Fixed Term Employment (FTE). Termination shall be effected by written notice served on the Contractual Engage address and shall take effect in 15 days of delivery of such notice or in lieu of notice pay. The termination will be without prejudice to either party's rights accrued before termination.

APPLICATION FORM

Space for
Photograph

Application for the post of _____

Name of Applicant	
Father/Husband's Name	
Date of Birth	
Age as on 01.04.2021	
Gender	
Address for Correspondence	
Permanent Address	
Mobile No.& E-mail Address(mandatory)	
Details of Educational Qualification(s)	
Total year of Experience	
Details of experience to be attached in the proforma given in Annexure-II	
Any other relevant information (use a separate sheet, if necessary)	

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date:

Place:

Signature of the Candidate

- Note:- Documents to be submitted along with the Application Form :-
- (i) Xerox copy of HSC/10TH STD. certificate & Mark sheet.
 - (ii) Xerox copy qualifying certificate with mark sheet for the post applied for
 - (iii) Proof of Experience certificates,

Details of experience

Period (starting from the latest)	Post held and the names of the office/ organization	Pay scale/ Salary drawn	Description of duties performed
