



**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.: -FTC/Contractual-M(AD)/Sept.-2023**

**Date: 20.09.2023**

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

Sl. No.	Post Code	Name of the Post	Consolidated Monthly Remuneration (Rs.)	Upper age limit as on 01.09.23	Tenure	Category	Place of Posting
1	Con-03	Manager (Administration)	Rs. 1,05,000/-	48 YR	03 YR	UR-01	Faridabad/ New Delhi
<b>Total Vacancy</b>						<b>01</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 applying for above position in the Corporation have to create their profile first by clicking on the following link [https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap\\_erecruitment](https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment)

**The last Date of Submission of Online Application Form in the Corporation website is 15.10.2023.**

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

**Manager (Administration)**

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## QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION:

Post Name	:	<b>Manager (Administration)</b>
Qualification	:	1. MBA (HR); <b>or</b> 2. Post Graduate Degree in Personnel or HR or IR Management from recognized University / Institute; <b>or</b> 3. Post Graduate Diploma in Personnel or HR or IR Management from recognized University / Institute.
Age	:	48 Years maximum as on 01 <sup>st</sup> September, 2023.
Experience	:	A minimum 12 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in Personnel & Administration department. The candidate should have sound knowledge of factories act, statutory labour laws, should have strong communication and managerial skills with exposure to Liaisoning work, Human Resources Management, Industrial Relation Management and administration.  The incumbent shall be responsible for Liaising with Government Departments , Manpower Planning, Training, Human Resource Management, Employee Welfare Activity and general administration.
Tenure	:	Initially for a period of 03 years which may be extended or curtailed at the sole discretion of the Corporation based on satisfactory performance

**ABBREVIATIONS:** “UR” - Unreserved.

### 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 **01.09.2023**. The date for reckoning the age, qualification, experience etc. shall be on **01.09.2023**
3. Teaching experience & Training period will not be counted as experience.
4. 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 [www.alimco.in](http://www.alimco.in) for latest updates with regard to this advertisement.
5. 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.
6. 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.
7. 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.

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

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

12. 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.
13. The number of vacancies can vary and will solely depend 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 corporation rules applicable to other employees in same category.
14. The Contractual Fixed Term Employment (FTE) Engagement is based on Fixed remuneration with suitable increments based on quarterly and yearly review of the performance. They shall be entitled to TA/DA as per E-4 category employees. However, they shall not be entitled to any other perks and allowances allowance such as dearness allowance, HRA or any other Perks.
15. Contractual Fixed Term Employment (FTE) shall be eligible for 12 days 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.
16. 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.
17. Contractual Fixed Term Employment (FTE) may follow the normal working hours as prescribed (i. e from 9:00 AM to 5:30 PM). However, as per the exigency one has to sit late to complete time bound work.
18. 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.
19. 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 Engaged 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. The engaged person also reserves his/her right of terminating this Contract of engagement by giving the Corporation one month's prior notice in writing or payment of consolidated monthly remuneration for post for one month in lieu thereof.

### **PERIOD OF ENGAGEMENT:**

1. The initial engagement for a person as Contractual Fixed Term Employment (FTE) engaged directly by the Corporation would be for a period as mentioned in description, the aforesaid requirements are purely on contract basis for such period, Thereafter, the engagement would be reviewed on year to year basis as per 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.
2. 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.
3. 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.

### **HOW TO APPLY:**

#### **General Instructions to Applicant: -**

1. Common Application format has been devised by ALIMCO for all the candidates, Candidates desirous of applying to any position in the corporation have to create their profile first by clicking the following link: [https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap\\_erecruitment](https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment)
2. The profile can be completed using the above link and feeding all the data asked for and uploading all the documents relating to Age, Caste, and Educational Qualification Experience.
3. Once the profile has been created the posts advertised by ALIMCO shall be appearing in the login of the Candidates.
4. The Candidates should have a unique Mobile Number and valid E-mail id for doing Registration.
5. Before starting the registration process please keep the following Ready for ease of registration: -
  - Photograph (\*.jpg, \*.bmp. Size up to 200 KB)
  - Signature (\*.jpg, \*.bmp. Size up to 200 KB)
  - DOB Certificate (\*.jpg, \*.pdf. Size up to 2 MB)
  - Caste Certificate (if applicable) (\*.pdf. Size up to 2 MB)
  - Disability Certificate (if applicable) (\*.pdf Size up to 2 MB)
  - Education Certificates (\*.pdf, Size up to 1 MB)
  - Experience-related Supporting documents (\*.pdf, Size up to 1 MB)
  - Fee Receipt of transaction file (if applicable) (\*.pdf, .jpg size up to 2 MB)
  - Once generated OTP will be sent to an E-mail id provided by the applicant.
  - After submission of OTP, the candidate can complete the registration process.
  - Once the registration process is done, candidate scan enter the Application Form by mentioning their USER ID (capital letter) and PASSWORD respectively.
  - After login, a candidate needs to fill in their profile details like Personal Data, Educational Qualification, Work Experience, etc.
  - Before submitting the application form candidate needs to click on the save option. Upon clicking on the save option pop-up screen will open for further process of submission if any error occurred it will be

reflected at the top of the page.

- After saving the application form candidate needs to upload a successful transaction receipt
- At the last of the Application process candidates can choose the post applied.
- After filling in all the above-required details, candidate needs to click on the “submit your application” option.
- Once successfully submitted, candidates can save/print the application form for future reference.
- Once the profile is completed, the applicant should remember his/her username and password. Whenever the corporation advertises a vacancy, the open vacancies shall be shown at the bottom of the user form.
- Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, whatsoever. The last date submission is **15.10.2023**.

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**Documents to be Upload as Follows: -**

1. SSLC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates (Degree, MBA and PGDBM)
3. Copies of proof of experience.
4. Copy of Certificate of disability in case of PwBD (Divyangjan) Candidates.