

**Artificial Limbs Manufacturing Corporation of India**

**(A Mini Ratna-Central PSU)**

**G.T. Road, Kanpur.**

**Engagement of Consultant (CSR)**

ALIMCO proposes to engage one result oriented Consultant (CSR) purely on contractual basis to build up Corporate Social Responsibility (CSR) partnership with PSUs and other Corporate Houses for distribution of Aids & Assistive Devices for Persons with Disabilities. For Educational Qualifications & Experience please log on to [www.alimco.in](http://www.alimco.in).

The last date of submission of application is 26.12.2015

## Engagement as Consultant (CSR)

### Consultant (CSR) for Mumbai .

#### Educational Qualification and Experience.

- a) Master in Business Administration (MBA).
- b) Should have minimum 5 years experience preferably in the field of marketing.
- c) Should be below 45 years of age.
- d) Should have sound knowledge of provisions of Company Act-2013 particularly provisions relating to CSR.
- e) Should have good working knowledge of Computers.
- f) Should have aptitude towards Public Relations activities.
- g) Good contact in PSUs and Corporate Houses will be an added advantage.

#### Remuneration:

Rs. 50,000/- P.M. (Rupees Fifty Thousand only) consolidated  
plus Rs. 3000/- P.M. (Rupees Three Thousand only) for Local conveyance.

#### Place of Posting:

ALIMCO, Regional Marketing office, Mumbai

#### Tenure

Initially for a period of one year 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.

#### TA/DA

\*No TA/DA will be admissible for attending interview.

\*\*The eligible and interested persons may send their application only through E-mail to **sm\_ad@artlimbs.com** along with Bio Data in the requisite proforma given at Annexure-I and Annexure-II on or before **26.12.2015** till 5:00 PM. The applications receive after **26.12.2015** till 5:00 PM shall not be entertained. The interviews of shortlisted candidates will be held on a notified date at RM&DRC, New Delhi, ALIMCO, C/o Social Justice Centre, Paharganj, Opposite New Delhi Rly. Station, New Delhi-110055, Tel. 011-23580831/23587709. The applicants will be informed about the date of interview only by way of E-mail. Hence the applicant must give his E-mail address in annexure-I.

**Annexure-I**

**Terms and Conditions**

1. During the period of contract, the engaged person shall perform duty at the Regional Marketing Center, Mumbai.
2. 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.
3. The engaged person will be entitled to draw a consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty Thousand only) plus Rs.3000/ for local conveyance. During the validity of this contract. No other allowance remuneration shall be payable to him/her on account of working on holidays and/or outside office hours. However, he/she will be entitled to casual leave one day for each completed calendar month.
4. This Contract of engagement is terminable by the Corporation at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
5. 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 remuneration of Rs.50,000/- (Rupees Fifty Thousand only) for one month in lieu thereof.
6. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-  
$$\frac{\text{Number of working days on which office has been attended} \times 50,000}{\text{Number of working days in the month}}$$
7. 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.
8. The engagement will be for a period of one year. However, depending on the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended. The services of the contract employee will be terminated at any time even before the completion of the said period of one year.

Bio-Data

Name	
Father/Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Mobile No./E-mail Address(mandatory)	
Educational Qualification(s)	
Designation at the time of retirement if applicable	
Details of experience to be attached in the proforma given in Annexure-III	
Details of Marketing activities undertaken in 5 years	
Details of CSR activities undertaken if any.	
Details of Public Relations activities Undertaken if any.	
Write up about strategy to be followed to mobilize funds from the PSUs and Corporate Houses from their CSR funds. (At least 100 words)	
Any other relevant information (use a separate sheet, if necessary)	

