



**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA (AGOVERNMENT OF
INDIA UNDER TAKING 'MINIRATNA' COMPANY)
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
G.T.ROAD,KANPUR-209217 (U.P)
TOLL FREE NO.18001805129**



Ref: FTC/Contractual/March-2025

Date:18 /03/2025

ALIMCO, a Government of India 'MINIRATNA', Central Public Sector Enterprise under the MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT requires dynamic and result oriented professionals (on contract basis for a period of two years) who are passionate to excel & take the organization to new heights for the post of Media Consultant.

**CONTRACT BASIS FOR A PERIOD OF TWO YEARS THROUGH
WALK-IN INTERVIEW AT NEW DELHI**

Place of Walk-in-Interview: ALIMCO Regional Marketing & Disability Rehabilitation Centre, New Delhi, C/o Social Justice Centre, Mahila Imdad Committee, Paharganj, Near New Delhi Railway Station Reservation Office, New Delhi - 110055. General Conditions:

The specification for the post is as under:

S. N.	Post Code	Name of the Post	Upper age limit as on 01.03.25	Tenure	No. of post	Min. Exp. (Yrs.) as on 01.03.25	Initial place of posting(Can be changed subsequently)
1	CON-01	Media Consultant	50YR	02	02	08	Delhi (NCR)
Total Vacancy					02		

RESERVATION AND RELAXATION:

Reservation and 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.

Date & Timing of Walk-in-Interviews:

Name of Post	Date of Walk-in Interview	Candidate's Reporting Time for Walk-in Interview	Interview Timing
Media Consultant	29/03/2025	9:30 A.M. to 10:00 A.M.	10:00 A.M. to 05:00 P.M.

GENERAL CONDITIONS:

1. Before appearing for Walk-in-Interview, candidate should read the complete advertisement carefully and ensure that he /she fulfill the eligibility criteria for the post advertised in all respects.
2. Application received through e-mail will not be entertained.
3. Applicant must carry dully filled up Application in prescribed Proforma only [IN HARD COPY] in BOLD letters either in English or in Hindi.
4. Application form should be accompanied with resume / bio- data of the applicant stating clearly the academic qualification, experience details etc.
5. The applicant must be Citizen of India.
6. The candidate should not have exceeded the age limit as on 01.03.2025. The date for reckoning the age, qualification, experience etc. shall be on 01.03.2025.
7. Teaching experience & Training period will not be counted as experience.

8. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on ALIMCO's website www.alimco.in under the head "Recruitment". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit ALIMCO website for latest updates with regards to this advertisement.
9. 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.
10. 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.
11. 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.
12. 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.
13. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:

Number of working days on which office has been attended X Monthly Remuneration

Number of working days in the month

14. 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.
15. The number of vacancies can vary and will solely be 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 must 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.
16. 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.
17. Contractual Fixed-Term Employment (FTE) shall be eligible for 12 days' casual 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 Employment (FTE) a consultant by more than 15 days beyond the entitled leave in a calendar year.
18. No TA/DA shall be admissible for attending Walk- in Interview & joining the assignment or on its completion. However, Contractual Fixed Term Employment (FTE) engagement shall be allowed TA/DA for their travel inside the country in connection with the official work as mentioned in their categories.
19. 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 work more beyond the prescribed time to complete time bound work.
20. 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 certificates. Service tax, as applicable shall be payable extra, at the prevalent rates.

21. The Corporation has reserved the right to terminate the contract by giving fifteen days' notice to the Contractual Fixed Term Employment (FTE). Termination shall be affected 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 whatsoever it may.

Documents need to be submit at the time of walk in interviews as Follows: -

- a) SSC/HSC Certificate/Mark Sheet copy (in support of date of birth)
 - b) Copies of Educational Certificates.
 - c) Copies of Proof of Experience.
 - d) Caste Certificate SC/ST/OBC (Non-Crème layer) and EWS Certificate.
 - e) PwBD Certificate showing the benchmark disability more than 40%.
4. Candidates are advised to keep their E-mail ID active at least for one year. No change in E-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only.
 5. ALIMCO reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
 6. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website <http://www.ALIMCOindia.com> under the head "Human Resources"- Sub Head-"Career". Hence prospective applicants are advised to visit ALIMCO website regularly for above purpose.
 7. Any queries/issues regarding above advertisement are to be addressed to ALIMCO only through email at contractrecruitment@alimco.in.
 8. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.
 9. In case the interview is not held on the prescribed day due to any unavoidable reason, and is postponed of the next day, the applicant has to make her/his own arrangement for boarding & lodging. ALIMCO shall neither make any arrangements nor reimburse any expenditure on this account.
 10. **Production of following documents in original along with self-attested copies thereof by the candidates are mandatory at the time of Walk-in interview:**
 - a) **Filled in Application Form in the prescribed Proforma (as attached)**
 - b) **Resume / Bio-data of the applicant stating clearly the academic qualification, experience details etc.**
 - c) **Self-attested Photocopies of all necessary Certificates and Mark Sheets of Educational Qualifications (Xth, XIIth, Graduation, Post-Graduation, Professional qualification etc.) and other qualifications, if any.**
 - d) **Self-attested Matriculation/Secondary certificate as proof of date of birth.**
 - e) **Self-attested Photocopies of all Post Qualification Experience Certificate (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. experience certificate, pay slip, job assignment, joining & separation order etc).**

- f) Self-attested Certificate of Scheduled Caste / Tribe / latest OBC (NCL) / latest EWS / PWD / Ex-Serviceman as the case may be from appropriate authorities (if applicable).
- g) Self-attested proof of identification (Aadhar card, PAN card, Voter Identity Card, Indian passport etc.)
- h) One recent passport size color photograph. The photo-print should be clear and should have full face, front view, eyes open.

INTERESTED AND ELIGIBLE CANDIDATES ALONG WITH DULY FILLED IN APPLICATION IN THE PRESCRIBED PROFORMA (ANNEXED HEREWITH) MAY REPORT FOR WALK-IN INTERVIEW ON 29/03/2025 (Saturday) FOR THE POST OF **MEDIA CONSULTANT at "ALIMCO Regional Marketing & Disability Rehabilitation Centre, New Delhi, C/o Social Justice Centre, Mahila Imdad Committee, Paharganj, Near New Delhi Railway Station Reservation Office, New Delhi - 110055. General Conditions:**

PRODUCTION OF DOCUMENTS IN ORIGINAL ALONGWITH SELF ATTESTED COPIES THERE OF BY THE CANDIDATES IS MANDATORY AT THE TIME OF WALK-IN INTERVIEW.

Candidates reporting after above mentioned timing on the date of Walk-In Interview will not be considered/entertained.



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TOLL FREE NO.18001805129



Application No.....(to be filled by ALIMCO)

Advt.No.03/2025

1	POST APPLIED FOR (ON CONTRACT BASIS)						Affix recent passport size self attested photograph		
2	NAME (INCAPITAL)									
3	FATHER'S/HUSBAND'SNAME									
4	GENDER (Put a tick mark)	M	F	MARITAL STATU S	Married/ Unmarried/Others					
5	DATEOFBIRTH		D	D	M	M	Y	Y	Y	
6	AGE AS ON DATE OF WALK-IN INTERVIEW	Years	Months							
7	CATEGORY (Put a Tick mark)	GEN	SC	ST	OBC (NCL)	EWS	EX- SEM	SUBCASTE		
8	PHYSICALLY CHALLENGED	YES	NO	IF YES, STATE THE NATURE OF DISABILITY (OH/VH/HH/MD)..... (Attach documentary evidence)						
9	ADDRESS (Please give full postal address with Postal Pin No.)									
MAILING			PERMANENT				FULLADDRESS, CONTACT NO., FAXNO.&E-MAIL OF PRESENT EMPLOYER, IF EMPLOYED			
MOBILENO.OFCANDIDATE			RESIDENTIAL TELEPHONE NO, OF CANDIDATE (IF ANY)				E-MAIL ID OF CANDIDATE			

10	ACADEMIC AND PROFESSIONAL QUALIFICATIONS					
Examination passed	Whether full time/part time/ Correspondence	Duration of the course	Name of the institution	Name of the university	Month & Year of passing*	CGPA/OGPA/ Percentage of marks

*date of declaration of result/date of issue of final semester marksheet/provisional certificate/ degree, whichever is earlier will be considered as the date of passing the examination.

(please attach copies of pass certificates & marksheets)

11	DETAILS OF EXPERIENCE (in chronological order):					
	POST QUALIFICATION EXPERIENCE..... (YRS.)					

S. No	Name & address of the employer	Post held	Period				Job description in brief	Pay scale / salary drawn
			From	To	Total			
					Years	Month		

(Please attach copies of experience certificates along with proof of salary drawn)

12	<p>CERTIFIED THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. IF AT ANY STAGE, ANY INFORMATION IS FOUND TO BE FALSE OR INCORRECT; MY APPLICATION WILL BE LIABLE TO BE REJECTED.</p> <p>Place: _____</p> <p>Date: _____</p> <p align="right">Signature of the candidate</p>
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For Official Use	
Eligible	Not Eligible
Place:	Reason for Non-Eligibility.....
Date:	Signature of Dealing Officer/Executive