

**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA**

**G. T. ROAD, KANPUR – 209217**

Dated: -23.01.2025

**ADDENDUM TO THE GUIDELINES AND PROCEDURE FOR ENGAGEMENT OF  
CONTRACTUAL FIXED TERM EMPLOYMENT (FTE) ENGAGED DIRECTLY BY THE  
CORPORATION**

The guidelines and procedures for engagement of Contractual as Fixed Term Employment (FTE) engaged directly by the Corporation has been drafted and adopted on March 21<sup>st</sup>, 2021. Now, the same has been reviewed to ensure the fulfillment the Corporation's requirements for hiring experts and consultants across various fields, accordingly, the following updates have been made: -

1. Candidate Selection Criteria:

- a) Age, Consolidated Salary, and Experience: Previously, the prospective candidates' age, consolidated salary, and required experience for different FTE streams were determined based on the existing Recruitment Rules. However, it has been identified that the current pay packages under regular recruitment or FTE engagement processes are inadequate to attract qualified candidates with the necessary skills and experience, resulting in hiring challenges. Accordingly, to address this issue, the age range, consolidated salary range, and required experience for positions in different specialized field/area such as SAP/ERP Consultants, etc. will now be determined by the Committee comprising the concerned HOD, HOD-P&A, HOD-(F&A), concerned GM wherein the concerned GM shall be the chairman of the Committee, on time to time basis as per the requirement.
- b) The profile of the age, consolidated salary/range of salary and required experience of the different posts in specialized field/area shall be based on the recommendation of the abovementioned committee.
- c) Appointment of Selected Candidates: On the basis of the recommendation of Selection Committee the Selected candidates will be appointed to equivalent categories based on the nearest fixed gross/consolidated salary, aligning their compensation with their qualifications and the Corporation's requirements, subject to the approval of the Competent Authority.

2. Walk-in Interviews:

- a) In addition to the existing recruitment process, Walk-in Interviews may also be conducted for any position as per the specific requirements of the Corporation for Fixed Term Employment. This will provide an opportunity for the Corporation to promptly meet its staffing needs and facilitate direct engagement with potential candidates.

The above updates/amendment shall enhance the Corporation's ability to attract and retain highly qualified experts and consultants, ensuring that the organization continues to meet its strategic objectives effectively. All other terms & conditions of the said guidelines shall remain unchanged.

Manager (Administration)