

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING)
G.T. ROAD, KANPUR-209217

Guidelines and Procedure for Engagement of Contractual Fixed Term Employment (FTE) engaged directly by the Corporation

The scheme of engagement of Contractual as Fixed Term Employment (FTE) engaged directly by the Corporation shall henceforth be regulated as per the following guidelines:-

1. PURPOSE-

- 1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of Contractual Employees engaged directly by the Corporation.
- 1.2 For the purpose these Guidelines, the term Contractual Fixed Term Employment (FTE) as officers/staff/ from the Government, PSUs/Private Sector and Non-Governmental Organization.

2. PERIOD OF ENGAGEMENT

- 2.1 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.
- 2.2 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.
- 2.3 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.

3. CATEGORIES

- 3.1 The Contractual as Fixed Term Employment (FTE) would be appointed in the following Categories

S.No.	Position	Equivalent Categories
i.	Manager	E-4
ii.	Dy. Manager	E-3
iii.	Assistant Manager	E-2
iv.	Junior Manager	E-1
v.	Executive Officer	E-0
vi.	Workmen	W

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4. **QUALIFICATION AND EXPERIENCE OF CONTRACTUALS AS FIXED TERM EMPLOYMENT ENGAGED DIRECTLY BY THE CORPORATION :-**

Qualification and Experience as per details specified in Annexure-I

5. **INCREMENT :**

On such Engagement an annual increment @3% on consolidated fixed pay will be admissible on completion of every year subject to the recommendations by his HoDs.

6. **PROCEDURE:**

a. 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 sent by the applicant from his/her own email ID only.
- ii. Bio data/ Application in the prescribed Format (Annexure-II) with required documents as attachments shall only be considered for short listing (Annexure-II without attachment/s shall be rejected).
- iii. No email shall be sent by ALIMCO to individual for missing documents.

b. 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.

c. 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 emailed to following email address:

recruitment.contractual@alimco.in

In the subject line of email, the candidate must write the relevant designation as per example shown under:

For Example: If a candidate is sending application for designation, Manager (Process Planning), the subject line of email should be:

“Application for Manager (Process Planning)”

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.

d. ALIMCO shall not be responsible for any loss of email. No request in this regard will be entertained.

e. Schedule of Submission of Application:

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- f. Last date of receipt of application in the approved format through email shall be within 21 days from the date of publication of advertisement or as and when decided by Corporation.
- g. 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.
- h. Screening and selection will be based on the details provided in the application form received in the mail, 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.
- i. 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.
- j. 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.
- k. Selected candidates will be on panel and appointment letters will be issued as per requirement.

7. **AGE LIMIT & REMUNERATION**

Normally, Maximum age limit and Remuneration for all categories of Contractual as Fixed Term Employment (FTE) are as under:

S. No.	Name of Post	Category	Upper Age Limit (Yrs)	Fixed Gross / Consolidated pay
1	Manager	E-4	50	105000/-
2	Dy. Manager	E-3	50	90000/-
3	Assistant Manager	E-2	45	75000/-
4	Junior Manager	E-1	45	60000/-
5	Executive Officer	E-0	40	45000/-
6	Workmen	W	40	30000/-

8. **General terms & Conditions:**

- i. 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.
- ii. The number of vacancies can vary and will solely dependent on Corporation requirements.
- iii. 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.

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- iv. 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.
- v. For Outstation assignments other than place of posting, Travel, lodging and Daily allowances shall be as per company rules.

9. ALLOWANCES

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.

10. LEAVE

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.

11. TA/DA

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.

12. WORKING HOURS

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.

13. TAX DEDUCTION AT SOURCE

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.

14. TERMINATION OF AGREEMENT:

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.

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15. **RELAXATION:**

In exceptional cases of highly specialized requirements, Competent Authority may relax/enhance any or all the consolidated pay payable to different categories of Contractual Fixed Term Employment (FTE)

16. **Selection Procedure :**

(A) The constitution of Scrutiny Committee will be as under :

(i) FOR EQUIVALENT TO MANAGERS (E-4) :

- (a) Manager/ Sr. Manager/ Deputy General Manager - Chairman
- (b) Manager/Dy. Manager/ Jr. Manager - Member
- (c) One executive of P&A Department - Member & P&A Rep.

NOTE: Company Secretary/Representative of P&A Department will function as Member Secretary

(ii) FOR EQUIVALENT TO DEPUTY MANAGERS & ASSISTANT MANAGER (E-3 & E-2 LEVEL)

- (a) Manager/ Sr. Manager/ Deputy General Manager - Chairman
- (b) Deputy Manager/Manager/ Senior Manager - Member
- (c) One executive of P&A Department - Member & P&A Rep.

NOTE: Company Secretary/Representative of P&A Department will function as Member Secretary

(iii) FOR THE EQUIVALENT TO EXECUTIVE POST IN THE GRADE E-0/E-1 AND MANAGEMENT TRAINEE :

- (a) Manager/Dy. Manager/ Jr. Manager/Assistant Manager - Chairman
- (b) Dy. Manager/ Jr. Manager/Assistant Manager - Member
- (c) One executive of P&A Department - Member & P&A Rep.

NOTE: Company Secretary/Representative of P&A Department will function as Member Secretary

(iv) FOR THE WORKMAN

- (a) Manager- Chairman
- (b) One Staff/Executive from concerned department- Member
- (c) One staff from P&A Department- P&A Department- Member & P&A Rep.

(B) **Selection Committee:**

(i) FOR EQUIVALENT TO MANAGERS (E-4):

- (a) General Manager - Chairman
- (b) DGM/SM - Member
- (c) One Professional Experts from outside - Member
- (d) Representative of SC/ST/OBC etc. category. - Member
- (e) One executive of P&A Department - Member & P&A Rep.

NOTE: Company Secretary/Representative of Department will function as Member Secretary

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(ii) FOR EQUIVALENT TO DEPUTY MANAGERS & ASSISTANT MANAGER (E-3 & E-2 LEVEL)

- (a) General Manager - Chairman
- (b) Deputy General Manager/ Senior Manager – Member
- (c) One Professional Experts from outside - Member
- (d) Representative of SC/ST/OBC etc. category. - Member
- (e) One executive of P&A Department - Member & P&A Rep.

NOTE: Company Secretary/Representative of P&A Department will function as Member Secretary

(iii) FOR EQUIVALENT TO THE EXECUTIVE POST IN THE GRADE E-0/E-1 AND MANAGEMENT TRAINEE :


- (a) General Manager - Chairman
- (b) Deputy General Manager/ Senior Manager – Member
- (c) One Professional Experts from outside - Member
- (d) Representative of SC/ST/OBC category - Member
- (e) One executive of P&A Department – Member & P&A Rep.

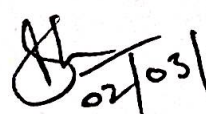
NOTE: Company Secretary/Representative of HR Department will function as Member Secretary

iv) For workmen

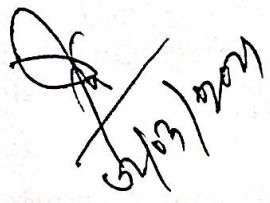
The composition of Skill test will be as under: -

- (a) Dy. General Manager - Chairman
- (b) SM/Manager/DM- Member
- (b) One outside Expert from out of relevant field - Member
- (c) One executive of P&A Department – Member Secretary


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