

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

**Corrigendum Notice**

Ref. No. FTC/Contractual/May-2024

Date-01.05.2024

This is reference to Advertisement no. **FTC/Contractual/March-2024** dated **15.03.2024** for inviting application for various posts which was published in various newspaper i.e. Dainik Jagran, Kanpur Edition on 16.03.2024 & Times of India All Edition on 16.03.2024 and also uploaded on Corporation website i.e. [www.alimco.in](http://www.alimco.in) with terms & Conditions.

**All eligible candidates are hereby informed that the Corporation has extended the last date of submission of online application which is as follows:**

<b>Particular</b>	<b>Revised/Extended Date</b>
Submission of online application against Advertisement no. <b>Ref No. CON/FTC / Contractual / March-2024 dated-15.03.2024. for various posts (Post Code- CON-01 to CON- 24) Read with, Ref No. CON/ FTC/ MANPOWER/ March-2024 Dated 22.03.2024 &amp; Ref. No. FTC/Contractual/April-2024 dated 15.04.2024</b>	16.05.2024 by 05.00 PM

Other term & condition of the said advertisement will remain same. For more detail log on our corporation website- [www.alimco.in](http://www.alimco.in).

Kindly note that no separate communication will be sent by the Corporation in this regard. Candidates are required to be regular in touch with Corporation website.

Ref. No. FTC/Contractual/May-2024

Manager (Administration)



**ARTIFICIAL LIMBS MANUFACTURING  
CORPORATION OF INDIA**  
(A GOVERNMENT OF INDIA UNDERTAKING 'MINI RATNA'  
COMPANY) MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT  
G.T. ROAD, KANPUR - 209217 (UP)  
TOLL FREE NO. 18001805129



Reference No.: -FTC/Contractual/March-2024

Date: 15.03.2024

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU working under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India invites online applications for filling up the following positions on purely Contract Basis at HQ, Kanpur and various ALIMCO Centers: -

Sl. No.	Post Code	Name of the Post	Upper age limit as on 01.03.24	Tenure	No. of post & category	Exp. (Yrs.) as on 01.03.24	Initial place of posting (can be changed subsequently)
1	Con-01	Senior Consultant - Procurement/Projects	62YR	01	UR-01	30	HQ, Kanpur and various ALIMCO Centers
2	Con-02	Manager (Production-Electronics)	50YR	03	OBC- 01	12	
3	Con-03	Deputy Manager (Production- Electronics)	50Yr	03	OBC - 01	10	
4	Con-04	Assistant Manager (Industrial Engineering)	45YR	03	UR-01	08	
5	Con-05	Assistant Manager (Plastics)	45YR	03	SC-01*	08	
6	Con-06	Assistant Manager (New Product Development)	45 YR	03	OBC-01*	08	
7	Con-07	Assistant Manager (Project Management Mechanical)	45 YR	03	EWS-01	08	
8	Con-08	Junior Manager-Hardware Design Engineer	45 YR	03	UR - 01	05	
9	Con-09	Junior Manager - Software Developer (Embedded System)	45 YR	03	OBC - 01	05	
10	Con-10	Junior Manager (Production)	45 YR	03	UR - 01, OBC - 01, SC - 01, ST - 01	05	
11	Con 11	Junior Manager (Purchase - Mechanical)-Materials Management	45 YR	03	SC - 01	05	
12	Con 12	Junior Manager (Purchase - Electronics)-Materials Management	45 YR	03	EWS - 01	05	
13	Con-13	Junior Manager (System Administrator)	45 YR	03	UR-01	05	Faridabad

14	Con-14	Junior Manager– Prosthetics and Orthotics (Clinical)	45 YR	03	08 NOS. (UR – 03, OBC – 02, SC- 01, ST –01, EWS – 01)	05	HQ, Kanpur and various ALIMCO Centers	
15	Con-15	Audiologist	40 YR	03	50 NOS. (16*) (UR - 14 OBC – 15 (06*), SC- 10(05*), ST –04 (01*), EWS –07(04*)) (Out of above 02 UR is reserved for LV & 01 SC for OH)	0-2		
16	Con-16	Prosthetics and Orthotics	40 YR	03	38 NOS. (UR – 16, OBC – 10, SC- 06, ST –03, EWS – 03) (Out of above 02 UR are reserved for OH & 01 OBC is for HH)	0-2		
17	Con-17	Special Educator (Intellectual Disability)	40 YR	03	05* NOS. OBC – 03, SC- 01, EWS – 01)	0-3		
18	Con-18	Clinical Psychologist	40 YR	03	5* NOS. (OBC – 02, SC- 01, EWS – 01, ST –01)	1-2		
19	Con-19	Optometrist	40 YR	03	05 NOS. (UR – 03, OBC – 01, SC- 01)	01		
20	Con-20	CSR Consultant	40 YR	03	UR – 01	01		Ujjain
21	Con-21	Prosthetics and Orthotics (Technician)	40 YR	03	09 NOS. (UR – 05, OBC – 03, SC- 01)	Nil		HQ, Kanpur and various ALIMCO Centers
22	Con-22	QC Assistant (Electronics)	40 YR	03	UR-01, SC-01	04		
23	Con-23	QC Assistant (Mechanical)	40 YR	03	UR-01, OBC-01	04		
24	Con-24	Finance Assistant	40 YR	03	UR - 01	02	Mumbai	
<b>Total Vacancy</b>					<b>142</b>			

**QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION:**

<b>CON-01</b>	:	<b>Senior Consultant – Procurement/Projects</b>
Essential Qualifications	:	B. Tech /B. E. Engineering in any discipline with minimum 55% marks from a government recognized University/Institute.
Experience	:	At least 30 years of experience in a reputed public sector/government Undertaking in procurement /project/ material management functions. Excellent writing and communication skills. 1. Critical examination of high value procurements proposals for good, services and works to ensure adherence to the purchase policy of the corporation and advising department of same. 2. Streamlining procurement process, identifying root cause of deviations and eliminating root cause of the problems. 3. Undertake periodic review of ALIMCO purchase policy and guiding to ensure compliance with the GoI guidelines. 4. Provide guidance / support in formulation of model tenders for good, works and services, EOI etc in CVC etc guideline. 5. Provide guidance support in formulation of project proposals/ details project repots (DPR) as per requirement of the corporation. 6. Examine complaints/ grievances received from external agencies and guide the concerned department in resolution of the same. 7. Undertake project reviews as per the direction of management, identify delays and advise measures for course correction. 8. Suggest suitable MIS reports for periodic review of procurement cases, projects, ministry /GoI stipulates statutory compliances etc.
Monthly Consolidated Remuneration	:	Rs. 1,50,000/-P.M.
<b>CON-02</b>	:	<b>MANAGER (Production - Electronics)</b>
Essential Qualifications	:	Full Time Engineering Degree in Electrical/ Electronic/ Instrumentation with minimum 55% marks from a government recognized University/Institute.
Experience	:	A minimum 12 years of post-qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector/multi product engineering industry in production engineering. Candidate preferably has experience Manufacturing process, State-of-the-Art techniques of production, supply chain management, inventory control, logistic management, research and development of rehabilitation aids and appliances. Knowledge of ERP, ISO, Quality standard, Automation & experience in SMT Line, CNC machine shop is preferable. Candidate should have excellent management, interpersonal and teamwork skills and communication abilities at all levels.
Monthly Consolidated Remuneration	:	Rs. 1,05,000/-P.M.
<b>CON-03</b>	:	<b>DEPUTY MANAGER (Production - Electronics)</b>
Essential Qualifications	:	Full Time Engineering Degree in Electrical/ Electronic/ Instrumentation with minimum 55% marks from a government recognized University/Institute.

Experience	:	A minimum 10 years of post-qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector/ multi product engineering industry in production engineering. Candidate having experience in Manufacturing process, State-of-the-Art techniques of production, Knowledge of ERP, ISO, Quality standard & experience in SMT Line, CNC machine shop interpersonal and teamwork skills and communication abilities at all levels will be preferred.
Monthly Consolidated Remuneration	:	Rs. 90,000/- P.M.
<b>CON-04</b>	:	<b>ASSISTANT MANAGER (Industrial Engineering)</b>
Essential Qualifications	:	Full time Bachelor's Degree in Mechanical/Production Engineering/ Industrial Engineering with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 08 Year's post qualification experience in Public Sector Undertaking or Reputed Private Manufacturing Sector in relevant filed. Experience in establishing Time and Work study, knowledge of best engineering practices such as Lean Management, Kaizen, Kanban, state of art Manufacturing process. Process sheet preparation, Work Instruction, Line trail/ balancing/ set up productivity & yield improvement, value engineering & value analysis activities in regular production. Knowledge of ERP, advance processes, identification & development of process tool, gauge & fixture will be preferred.
Monthly Consolidated Remuneration	:	Rs. 75,000/-P.M.
<b>CON-05</b>	:	<b>ASSISTANT MANAGER (Plastics)</b>
Essential Qualifications	:	Full Time B. Tech Degree in Plastic Technology/Plastic Engineering with minimum 55% marks from recognized University/Institute.
Experience	:	A minimum 8 year's post qualification experience in public sector undertaking or reputed private/ manufacturing sector in the field of Production/Design & Development in Plastic industries. Candidate should have knowledge of material selection and tailoring of material. Should have working knowledge of mould design for injection moulding/ blow moulding/Compression moulding / Pu moulding etc. and processing parametric of different plastic materials.
Monthly Consolidated Remuneration	:	Rs. 75,000/-P.M.
<b>CON-06</b>	:	<b>ASSISTANT MANAGER-Mechanical (New Product Development)</b>
Essential Qualifications	:	Full time Engineering Degree in Mechanical with minimum 55% marks from recognized University / Institute.
Experience	:	A minimum 08 year's post qualification experience in Public Sector Undertaking or Reputed Private Manufacturer in relevant field. Experience in Prototype Development, establishing manufacturing process, Work Instructions, line trial, Value Engineering & Value Analysis activities in regular production. Knowledge of Prototyping techniques, line set up, time study, advance processes, identification & development of process tool, gauge & fixture. Knowledge of Computer Aided Design (CAD), Computer Aided manufacturing (CAM) & CNC

		programming will be preferred.
Monthly Consolidated Remuneration	:	Rs. 75,000/-P.M.
<b>CON-07</b>	:	<b>ASSISTANT MANAGER (Project Management Mechanical)</b>
Essential Qualifications	:	Full time Engineering Degree in Mechanical with minimum 55% marks from recognized University / Institute.
Experience	:	A minimum 8 year's post qualification experience in public sector undertaking or reputed private/ manufacturing sector in project execution/Project Management/Project Planning/Project Coordination /Production/Material /Manufacturing department. Knowledge and Experience of modern Project Planning and Management techniques such as PERT/CPM CHARTS/MSP/ Primavera etc. Adequate Knowledge of export, purchase procedure of PSU & ERP etc. is desirable. Experience in BOQ/ Estimate & Tender Preparation & rate analysis will be preferred. Experience in coordination of audit activities, verification of Measurement Book & Invoice of Records.
Monthly Consolidated Remuneration	:	Rs. 75,000/-P.M.
<b>CON-08</b>	:	<b>JUNIOR MANAGER - Hardware Design Engineer</b>
Essential Qualifications	:	Full time Bachelor's Degree in Electrical / Electronic Engineering with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector or Research Organization of reputed in the field of Design & Development/Research. Working knowledge of PCB Design software Altium Designer, Circuit Simulation, SMPS Power supply design, DC/DC converter, LDOs, Sensors and other electronic power switching devices, Soldering & de-soldering of SMD components, testing & trouble shooting of assembled PCB Board, Preparation of bill of Materials, EMIs/EMC and safety standards. Knowledge of manufacturing on SMT line, knowledge of developing firmware for MSP ARM-based microcontrollers, Microchip Microcontrollers, ESP & Raspberry Pi based board etc. Proficiency in selection of Opamp, Microcontroller, Power supply switches, transistor and diodes, capacitors, inductor, ADCs, exposure to Design for Manufacturability, and its use in product design. Experience of Robotics / Bio Signal processing /Digital Signal Processing/ Human Anatomy and Orthopedics, filed failure of electrical/ electronics devices shall be preferred.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>CON-09</b>	:	<b>JUNIOR MANAGER - Software Developer (Embedded System)</b>
Essential Qualifications	:	Full time Bachelor's Degree in Electrical / Electronic Engineering with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector or Research Organization of repute in the field of Design & Development / Research. Working experience in developing embedded firmware using programming languages such as C/C++ for real time systems. Proficiency in interfacing of RS232, SPI, 12C, USB LCD, Sensor, Keypad,

		Flash, EEPROM, Bluetooth, UART. Experience in developing firmware for MSP ARM-based microcontrollers, microchip microcontrollers, ESP & Raspberry Pi board working experience on WIFE, Bluetooth, IoT technologist. Knowledge of Python language programming, Circuit design, selection of microcontrollers and other components, preparation Bill of materials.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>CON-10</b>	:	<b>JUNIOR MANAGER (Production)</b>
Essential Qualifications	:	Full Time Engineering Degree in Mechanical with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or reputed Private / Manufacturing Sector in related field. Experience in establishing manufacturing process, process sheet, SOPs, line trial, productivity & yield improvement. Knowledge of line set up, time study, advance processes, identification & development of process tool, gauge & fixture will be preferred. Sound knowledge of various activities relating to production planning and control, carrying out work study, job Evaluation, Method analysis etc., Manpower Planning techniques etc., is also essential. Candidate should have experience in planning routine of jobs and allocation of equipment & manpower to achieve Production target, Production Planning and scheduling work. Adequate knowledge in ERP will be preferred.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>CON-11</b>	:	<b>JUNIOR MANAGER (Purchase - Mechanical)-Materials Management</b>
Essential Qualifications	:	Full Time Mechanical Engineering graduate with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or reputed Private/Manufacturing Sector in materials/purchase department. Candidate should be thorough in Materials Management of various Mechanical items/machine components etc., Procurement Planning, Purchase Procedures, Rate Contracts, Sales Tax Matters, import/export procedures, Customs Formalities, Vendor Development Techniques, Inventory Control should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in e-procurement, E-Tendering, preparation of tender documents & CSQ and placement of orders etc. Working knowledge and understanding of ERP systems. Sound communication skills are also desirable.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>CON-12</b>	:	<b>JUNIOR MANAGER (Purchase - Electronics)-Materials Management</b>
Essential Qualifications	:	Full Time Electronics Engineering Graduate with minimum 55% marks from a government recognized University / Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or reputed Private/Manufacturing Sector in materials/purchase department. Candidate should be thorough in Materials Management of various Electronics items. Procurement Planning, Purchase Procedures, Rate Contracts, Sales Tax Matters, import/export procedures, Customs Formalities, Vendor Development

		Techniques, Inventory Control should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in e-procurement, E-Tendering, preparation of tender documents & CSQ and placement of orders etc. Working knowledge and understanding of ERP systems. Sound communication skills are also desirable.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>CON-13</b>	:	<b>Junior Manager -System Administrator</b>
Essential Qualifications	:	Full time B. Tech or B.E. Degree in Computer science/ IT or MCA with minimum 55% marks from a government recognized University/Institute.
Experience	:	A minimum 05 year's post qualification experience in Public Sector Undertaking or reputed Private/Manufacturing Sector. 1. Upgrading, installing and configuring new hardware, software and network. 2. Managing LAN network, Configuring network, monitoring internet traffic etc. 3. Diagnose and troubleshoot system and network problems, software faults or hardware complications. 4. Upgrade, install, and configure application software and computer hardware. 5. Arranging video conferencing meetings. 6. Identify system requirements, procurement, and asset management. 7. Implementing security protocols and procedures to prevent potential threats and ensure security and efficiency of IT infrastructure. 8. Documenting processes, as well as backing up and archiving data. 9. Supervising and mentoring team, as well as providing IT support. 10. Keeping up to date with advancements and best practices in IT administration. 11. In depth familiarity with network performance monitoring, tuning, and troubleshooting.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.
<b>Con-14</b>	:	<b>Junior Manager - P&amp;O (Clinical)</b>
Essential Qualifications	:	Bachelor in Prosthetics and Orthotics with valid RCI accreditation & 5 year's working experience in a clinical setup <b>OR</b> Masters in Prosthetic & Orthotics & 3 years working experience in a clinical setup
Experience	:	1. Evaluation of persons with disability and planning of rehabilitative programme. 2. Responsible for assessment, fabrication and proper fitment of orthotics, prosthesis and assistive aids & appliances 3. Assist in research, rehabilitation, outreach and extension programs and services. 4. Conducting awareness program, CREs, short term training programs, in service training program etc. 5. To work closely with senior P & O and other members of the team, to ensure that clinical directives and standards are adhered to. 6. Any other duty assigned by the higher officials.
Monthly Consolidated Remuneration	:	Rs. 60,000/-P.M.



<b>CON-15</b>	:	<b>Audiologist</b>	
Essential Qualifications & Experience	:	Bachelor in Audiology & Speech language Pathology is must. Candidate having master's degree in Audiology & Speech language Pathology will be given preference. Registration in Central Rehabilitation Register (CRR) of RCI is essential. Candidate should have post-qualification experience in conducting of audiology test and prescribing the required hearing aid to person suffering from Hearing Impairment. Knowledge of local language of place of engagement is desirable. Fresher's can also apply.	
Monthly Consolidated Remuneration	:	Rs. 25,000/-p.m. for fresher's	Rs. 35,000/- for minimum 1year & above post qualification experience
<b>CON-16</b>	:	<b>P &amp; O (Prosthetics and Orthotics)</b>	
Essential Qualifications Nature of Experience	:	Bachelor in Prosthetics and Orthotics is must. Candidate having Master Degree in Prosthetics and Orthotics will be given preference. Registration in Central Rehabilitation Register (CRR) of RCI is essential. Candidate should have experience in fabricating and fitting of artificial limbs to persons with disabilities. Knowledge of local language of place of engagement is desirable. Fresher's can also apply.	
Monthly Consolidated Remuneration	:	Rs. 25,000/-p.m. for fresher's	Rs. 35,000/- for minimum 1year & above post qualification experience
<b>CON-17</b>	:	<b>Special Educator (Intellectual Disability)</b>	
Essential Qualifications & Experience	:	Bachelor's in Special Education (Intellectual Disability) full time course from Institute recognized by RCI. Registration in Central Rehabilitation Register (CRR) of RCI is essential. Minimum 1 year post qualification experience in rehabilitation / teaching of CWSN (ID). Knowledge of local language of place of engagement is desirable.	
Desirable Qualification	:	M.Ed. in special Education (ID) Having minimum 01-year experience in training / rehabilitation CWSN with NIEPID TLM / similar TLM kit.	
Monthly Consolidated Remuneration	:	Rs. 25,000/-p.m. for 01year post qualification experience	Rs. 35,000/- for minimum 2 year & above post qualification experience
<b>CON-18</b>	:	<b>Clinical Psychologist</b>	
Essential Qualifications Experience	:	M. Phil Degree in Clinical Psychology / Rehab, Psychology, full time course from Institute recognized by RCI valid RCI CRR Number. Experience in training / rehabilitation CWSN with NIWPID TLM/similar TLM kit is preferable.	
Monthly Consolidated Remuneration	:	Rs. 40,000/-p.m. for 1 year experience	Rs. 50,000/- for 2 years & above post qualification experience
<b>CON-19</b>	:	<b>Optometrist</b>	
Essential Qualifications	:	Bachelor of Optometry (B. Optum) degree from a recognized institute having valid registration optometry Council of India or the relevant state council to practice as a qualified optometrist.	
Experience	:	Evaluation of eyes for spectacles of CWSN, Sr. Citizen & PWDs during camp and at centers / PMDK etc. Measurement, fabrication and fitment of Eyeglasses / spectacles. Training on eye care techniques.	

Monthly Consolidated Remuneration	:	Rs. 35,000/- for minimum 1 year & above post qualification experience
<b>CON-20</b>	:	<b>CSR Consultant</b>
Essential Qualifications	:	Graduate in any discipline
Experience	:	Should have minimum 01-year experience preferably in the field of sales / Marketing
Nature of Experience	:	The candidate should have knowledge of provisions of Company Act 2013 particularly provision will be an added advantage. Should have good working knowledge of computers & aptitude towards Public Relation activities. Having good contacts in PSUs and Corporate Houses will be an added advantage.
Monthly Consolidated Remuneration	:	Rs. 30,000/-P.M.+ Rs.3000/- P.M. for local conveyance
<b>Con-21</b>	:	<b>P&amp;O (Technician)</b>
Essential Qualifications	:	Certificate in Prosthetics & Orthotics (CPO)/Certificate in Bench Skills (CBS) RCI valid accreditation <b>OR</b> Diploma in Prosthetics & Orthotics (DPO)
Experience	:	1. Assist Orthotist/Prosthetist / in assessment, fabrication, and proper fitment of prosthesis. 2. To manufacture all levels of prosthetic limbs and possible production of orthotic manufacturing. 3. To work closely with P & O professionals and other members of the team, to ensure that clinical directives and standards are adhered to. 4. Any other duty assigned by the higher officials.
Monthly Consolidated Remuneration	:	Rs. 30,000/-P.M.
<b>CON-22</b>	:	<b>QC Assistant (Electronics)</b>
Essential Qualifications	:	Diploma in Electronic or Instrumentation Engineering from a recognized University/Institute.
Experience	:	04 Years post qualification experience
Nature of Experience	:	A minimum 04 year's post qualification work experience in Public Sector Undertaking or reputed Private manufacturing sector of Quality Control Department. Must have through knowledge and experience of: - 1. Reading electronic circuits & engineering dimensional drawing. 2. Experience of testing laboratory & inspection of different types of electrical / electronic components like capacitor, resistance, electronic circuits, power supply etc. 3. Fair knowledge of using electrical/electronic test equipment like multi meter, clamp meter, CRO etc. 4. Monitor Production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality etc. 5. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, Procedure, forms, Customer Complaints etc.)
Monthly Consolidated Remuneration	:	Rs. 30,000/-P.M.

<b>CON-23</b>	:	<b>QC Assistant (Mechanical)</b>
Essential Qualifications	:	Diploma in Mechanical Engineering from a recognized University/Institute.
Experience	:	04 Years post qualification experience
Nature of Experience	:	A minimum 04 year's post qualification work experience in Public Sector Undertaking or reputed Private manufacturing sector of Quality Control Department. Must have through knowledge and experience of:- Reading engineering dimensional drawing. Testing laboratory, inspecting different types of metallic and non-metallic components and their raw materials. Monitor production, quality control and data integrity of transactions completed by staff determining sampling universe, reviewing efficiency and quality and balancing file assignments. Using different type of inspection equipment like Micrometer, Comparators, gauges, profile projector etc. Maintain controlled documentation as per ISO & BIS requirements (Quality Manual, procedures, forms Customer Complaints etc.)
Monthly Consolidated Remuneration	:	Rs. 30,000/-P.M.
<b>CON-24</b>	:	<b>Finance Assistant</b>
Essential Qualifications	:	CA intermediate or equivalent
Experience	:	02 years in field of accounting functions. Experience in Tally would be preferred.
Nature of Experience	:	The candidate should have qualification of CA intermediate or equivalent with experience of at least 2 years, good knowledge of Tally ERP 9, good knowledge in Accounts and Taxation. Should have capacity in dealing matter related to General Accounting, Corporate Bookkeeping, Taxation, Purchase Finance, Debtors & Creditor analysis, Banking and Reconciliation, TDS- Employees, Professional, Contractors. Knowledge of GST, TDS and exposure to statutory compliances, and SAP HANA would be preferred.
Monthly Consolidated Remuneration	:	Rs. 35,000/-P.M.

### **ABBREVIATIONS:**

“UR-Unreserved; “SC-Scheduled Caste; “ST-Scheduled Tribe; “OBC(NCL)-Other Backward Classes (Non-Creamy Layer);” EWS - Economically Weaker Section. “PWBD–OH”- Persons with Benchmark Disability – Orthopedically Handicapped, “PWBD–HH”- Persons with Benchmark Disability – Hearing Handicapped, \*Backlog.

### **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 01.03.2024. The date for reckoning the age, qualification, experience etc. Shall be on 01.03.2024.
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 for latest on dates with regards 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 applications. Furnishing of wrong/false/short information will be a disqualification and ALIMCO will NOT be responsible for disqualification as a consequence of furnishing of such wrong/ false/short 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:

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

#### **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 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.
14. 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.
  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) 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 work more beyond the prescribed time 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 certificates. Service tax, as applicable shall be payable extra, at the prevalent rates.
  19. 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.

## **HOWTO APPLY:**

### **General Instructions to Applicants: -**

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 Candidate 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 upto 200 KB)
  - DOB Certificate (\*.jpg, \*.pdf, Size upto 2 MB)
  - Caste Certificate (if applicable) (\*.pdf Size upto 2 MB)
  - Disability Certificate (If applicable) (\*.pdf Size upto 2 MB)
  - Education Certificates (\*.pdf, Size up to 1MB)
  - Experience-related Supporting documents (\*.pdf, Size upto1 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 can enters the Application Form by mentioning their USER ID (capital letter) and PASSWORD respectively.
  - After login, a candidate needs to fill 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 would 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 (if applicable).
  - At the last of the Application process candidates can choose the post applied.
  - After filling in all the above-required details, the 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 applicants can start applying registration form from 16.03.2024 since 11:30 AM and last Date for Submission of The Online Application Form in the Corporation is 16.04.2024 by 05:00 PM.**

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

- SSC/HSC Certificate/Mark Sheet copy (in support of date of birth)
- Copies of Educational Certificates.
- Copies of proof of experience.
- Copy of Caste Certificate – SC/ST
- Copy of Caste Certificate OBC (NCL) not issued before 6 months.
- Copy of EWS Certificate (Economically Weaker Section) not issued before 6 months.
- Copy of Certificate of Disability in case of PwBD (Divyangjan) Candidate.

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