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भारतीय कृत्रिम अंग निर्माण निगम (एलिम्को)



(भारत सरकार का एक 'मिनीरल' उपक्रम)

जी. टी. रोड, कानपुर-209217



अनुबन्ध के आधार पर विभिन्न पदों पर नियुक्ति

भारतीय कृत्रिम अंग निर्माण निगम मुख्यालय कानपुर को प्रबंधक (सोर्सिंग), प्रबंधक (टेक्सटाईल), उप-प्रबंधक (सिविल), उप-प्रबंधक (परियोजना प्रबंधन), उप-प्रबंधक (स्टोर), सहायक प्रबंधक (अनुबंध प्रबंधन), सहायक प्रबंधक (परियोजना प्रबंधन-मैकेनिकल), सहायक प्रबंधक (परियोजना प्रबंधन-इलेक्ट्रिकल), सहायक प्रबंधक (प्रशिक्षण), सहायक प्रबंधक (प्रशासन विभाग), सहायक प्रबंधक (क्रय), सहायक प्रबंधक (प्लास्टिक), सहायक प्रबंधक-मैकेनिकल (नया उत्पाद विकास), कनिष्ठ प्रबंधन-परियोजना प्रबंधन (मैकेनिकल), कनिष्ठ प्रबंधक (प्रशासन विभाग), आफिसर परियोजना प्रबंधन (मैकेनिकल), आफिसर (सिविल इंजीनियरिंग), अग्नि सुरक्षा एवं सुरक्षा आफिसर तथा सर्विस सहायक-सामान्य हेतु तीन वर्ष के लिये संविदा के आधार पर कार्य करने के लिए आवेदन पत्र आमंत्रित करता है। विस्तृत जानकारी के लिए आप हमारी वेबसाइट www.alimco.in लॉग ऑन करें। आवेदन पत्र जमा करने की अंतिम तिथि 13.03.2023.

कृपया ध्यान दें, इस संबंध में निगम अलग से कोई सूचना नहीं दी जायेगी।

प्रबंधक (का० एवं प्रशा०)

संदर्भ सं० एडी/कान०/एफ०टी०सी०/मैनपावर/2023



**ARTIFICIAL LIMBS MANUFACTURING CORPORATION
OF INDIA**
(A MINIRATNA - Central PSU)
G.T. ROAD, KANPUR



ENGAGEMENT OF VARIOUS POSITION ON CONTRACT BASIS

Artificial Limbs Manufacturing Corporation of India (ALIMCO) invites application for engagement of Manager(Sourcing), Manager-(Textile), Deputy Manager(Civil), Deputy Manager(Project Management), Deputy Manager(Stores), Assistant Manager(Contract Management), Assistant Manager Project Management(Mechanical), Assistant Manager Project Management(Electrical), Assistant Manager(Training), Assistant Manager(AD), Assistant Manager(Purchase), Assistant Manager(Plastic), Assistant Manager -Mechanical (New Product Development), Junior Manager Project Management(Mechanical), Junior Manager(AD), Officer Civil Engineering, Officer Project Management(Mechanical), Fire, Safety and Security Officer, Service Assistant-General, Data Analyst/Scientist on Contract basis initially for a period of three years at ALIMCO HQ and its other units. For Further details, please log on to www.alimco.in. The Last date of submission of application is 13.03.2023. Application received after the last date would be summarily rejected. You may keep in touch with our website for further information in future. Kindly note that no separate communication will be sent by the Corporation in this regard

Manager (P&A)

Ref. No.AD/Con/FTC/Manpower February-2023

Positions Details

S.N O	Post Code	Post	Equiv alent Category	Fixed Gross/Co nsolidat ed Pay	Upper age Limit as on 01-02-2023	No.of Vacan cy	Categ ory	Exp. (Yrs.) As on 01-02-2023	Initial place of postpose can be changed subsequen tly
1	Con-1	Manager(Sourcing)	E-4	105000/-	50	01	UR	12	Kanpur
2	Con-2	Manager-(Textile)	E-4	105000/-	50	01	UR	12	Kanpur
3	Con-3	Deputy Manager(Civil)	E-3	90000/-	50	01	UR	10	Kanpur
4	Con-4	Deputy Manager(Project Management)	E-3	90000/-	50	01	UR	10	Kanpur
5	Con-5	Deputy Manager(Stores)	E-3	90000/-	50	01	UR	10	Kanpur
6	Con-6	Assistant Manager(Contract Management)	E-2	75000/-	45	01	UR	08	Kanpur
7	Con-7	Assistant Manager Project Management(Mechanical)	E-2	75000/-	45	01	UR	08	Kanpur
8	Con-8	Assistant Manager Project Management(Electrical)	E-2	75000/-	45	01	UR	08	Kanpur
9	Con-9	Assistant Manager(Training)	E-2	75000/-	45	01	OBC	08	Kanpur
10	Con-10	Assistant Manager(AD)	E-2	75000/-	45	01	UR	08	Faridabad
11	Con-11	Assistant Manager(Purchase)	E-2	75000/-	45	01	UR	08	Kanpur
12	Con-12	Assistant Manager(Plastic)	E-2	75000/-	45	01	SC	08	Kanpur
13	Con-13	Assistant Manager - Mechanical (New Product Development)	E-2	75000/-	45	01	OBC	08	Kanpur

14	Con-14	Junior Manager Project Management(Mechanical)	E-1	60000/-	45	01	UR	05	Kanpur
15	Con-15	Junior Manager(AD)	E-1	60000/-	45	01	UR	05	Kanpur
16	Con-16	Fire, Safety and Security Officer	E-0	45000/-	45 50(Forex serviceman)	01	UR	05	Kanpur
17	Con-17	Data Analyst/Scientist		50000/-	45	01	UR	2-3	Faridabad
18	Con-18	Officer Project Management (Mechanical)	E-0	45000/-	40	01	UR	02	Kanpur
19	Con-19	Officer Civil Engineering	E-0	45000/-	40	02	OBC-1 SC-1	02	Kanpur
20	Con-20	Service Assistant-General	W	30000/-	40	04	UR-3 OBC-1		Kanpur
Total Vacancy						24			

QUALIFICATION, EXPERIENCE AND JOB DESCRIPTION

Con-01 Manager (Sourcing)

Qualification: Full Time engineering degree in Mechanical / Production with minimum 55% marks from recognized university/ institute.

Experience: Minimum 12 years post qualification experience in Public Sector Undertaking/Reputed Private manufacturing sector in the field of Vendor Sourcing, Contract /Material Management etc. Candidate should be thorough in vendor sourcing, contract/Material management, supply chain& logistics management, tendering, Gem, MRP, Inventory & Stores management, Purchase procedures, export/import procedures, Customs formalities, vendor development, inventory Control, store audit, Cost reduction. Should have sound knowledge of GFR&CVC/DOE guidelines etc relating to procurement policies. Expertise in Gem& E-procurement. The Candidate should have experience in ERP-system, should have sound communication skills etc.

Con-02 Manager(Textile)

Qualification: Full time B. Tech in Textile Technology/Man- Made Fibre Technology/Textile Chemistry/Garment manufacturing Technology with 55% marks from recognized university / institute.

Experience: A minimum 12 years Post qualification experience in public sector undertaking or reputed private/ manufacturing sector in the field of Textile Engineering/Textile Technology/Man-made Fibre Technology/Textile Chemistry/Garment Manufacturing Technology

Con-03 Deputy Manager(Civil)

Qualification: Full time engineering degree in Civil with minimum 55% marks from recognized university / institute .

Experience: A minimum 10 years 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/Primevera 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.

Con-04 Deputy Manager (Project Management)

Qualification: Full Time Engineering degree in Mechanical / Electrical/ Electronics/ Civil with minimum 55% marks from recognized university / institute .

Experience : A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in projects/ production/ materials . Candidate should have thorough knowledge and experience of modern Project Planning and management techniques such as PERT /CPM charts etc . Adequate knowledge of export import purchase procedure of PSU & ERP etc . is desirable . Experience in BOQ & tender preparation & analysis will be preferred . Having adequate knowledge of drawings and layout . Experience in coordination of audit activities, verification of Measurement Book & invoices and maintenance of records .

Con-5 Deputy Manager(Stores)

Qualification: Full Time engineering degree in Mechanical / Production with minimum 55% marks from recognized university/ institute.

Experience : A minimum 10 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department.Candidate should be thorough in Materials Management, Supply Chain Management, Logistics Management, Procurement Planning, Inventory control, Purchase Procedures, Industrial Markets, Rate Contracts, Sales Tax Matters, import / export procedures, Customs Formalities, Vendor Development. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies. Expertise in E-procurement, E-Tendering etc. Working knowledge and understanding of ERP systems. Sound communication skills is also desirable.

Con-6 Assistant Manager (Contract Management)

Qualification: Full time engineering degree in Civil, Electrical, Mechanical with minimum 55% marks from recognized university / institute .

Experience : A minimum 8 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in tender preparation, work contract management, handling statutory/ legal issues related to turn key projects, project/ contract monitoring, execution and closure etc . Knowledge and Experience of modern Project Planning and Management techniques such as PERT /CPM CHARTS/MSP/Primevera 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.

Con-7 Assistant Manager Project Management(Mechanical)

Qualification: Full time engineering degree in Mechanical with minimum 55% marks from recognized university / institute.

Experience: A minimum 8 years 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.

Con-08 Assistant Manager Project Management(Electrical)

Qualification: Full time engineering degree in Electrical with minimum 55% marks from recognized university / institute.

Experience: A minimum 8 years 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.

Con-09 Assistant Manager(Training)

Qualification: Full Time recognized degree in any discipline and Full Time MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks.

Experience: A minimum 8 years post qualification experience in public sector undertaking or reputed private/ manufacturing sector in Training department. Responsible for identifying training needs from different departments by meeting the stake holders and using reports. Prepare and communicate the training calendar on regular basis and ensure all the training activities are delivered as per the training calendar. Plan and execute the New Employee Induction program. Prepare and maintain reports on monthly basis to track the efficacy of training imparted. Content development and creating process modules.

Con-10 Assistant Manager (Administration)

Qualification: Full Time recognized degree in any discipline and Full Time MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks. Degree in Law would be an added advantage.

Experience: A minimum 8 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. The candidate should have sound knowledge of Factories act, statutory labour laws, personnel management and good communication skills (written & oral) with exposure to the entire functional areas of HR / IR and administration. The incumbent should have experience for Manpower Planning / training / recruitment / selection / handling / legal issues / employees

welfare activities, general administration. Proficiency in Computers (MS Office & Internet etc.) would be preferred.

Con-11 Assistant Manager(Purchase)

Qualification: Full Time Engineering Graduate / Science OR Commerce Graduate along with full time PGDM Course in Material Management with 55% marks from recognized university/institute.

Experience: A minimum 08 years post qualification experience Candidate should be conversant with procurement procedures through E-Procurement / GeMs, Tendering, preparation of tender documents & CSQ and placement of orders, Materials Management, Purchase Procedure, Supply Chain and Logistics Management, Import/Export procedures, Rate contract finalization, Procurement Planning, various Inventory Management techniques such as ABC analysis, Stock level maintenance, FSN analysis, FIFO, Scrap Management and Stores Preservation. Knowledge of ERP is essential along with exposure to Cost Reduction techniques in Inventory Management. Should have knowledge of GFR, Govt. Guidelines of DPIIT, MSMEs, CVC relating to procurement policies etc.

Con-12 Assistant Manager(Plastic)

Qualification: Full time B . Tech degree in Plastic Technology /Plastic Engineering with minimum 55% marks from recognized university/Institute .

Experience: A minimum 8 years 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 parametrics of different plastic materials.

Con-13 Assistant Manager -Mechanical (New Product Development)

Qualification: Full time Engineering Degree in Mechanical with minimum 55% marks from recognized university / institute .

Experience: A minimum 08 years 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 .

Con-14 Junior Manager Project Management(Mechanical)

Qualification: Full time engineering degree in Mechanical with minimum 55% marks from recognized university / institute .

Experience: A minimum 5 years 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/Primevera 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.

Con-15 Junior Manager(Administration)

Qualification: Full Time recognized degree in any discipline and Full Time MBA (HR) /Post Graduate Degree / Diploma in Personnel / HR/ IR / Management with minimum 55% marks. Degree in Law would be an added advantage.

Experience: A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in HR / Personnel & Administration. The candidate should have adequate knowledge of factories act, statutory labour laws, personnel management. Should have good communication skills (written & oral) with exposure to functional areas of HR / IR like training / recruitment / selection/handling/legal issues/employees welfare activities, general administration. Proficiency in Computers (MS Office & Internet etc.) would be preferred. Knowledge in ERP is essential.

Con-16 Fire, Safety and Security Officer

Qualification: Degree/Diploma and along with diploma Certificate in fire safety recognized by Govt.of UP.

Desirable: Technical Course Diploma/ITI or equivalent, preference will be given to Ex-servicemen/persons having knowledge and experience of Fire safety measures, firefighting drill and supervision of security aspects of Man/Material/Machinery.

Experience: Should have minimum 5 years post qualification experience in the field of fire safety & security.

Con-17 Data Analyst/Scientist

Qualification: Full time B.tech (CS/IT) or Msc (CS/IT) or Msc (CS/IT) or B.Sc+ MCA.

Experience: A Minimum 2-3 Year experience in the field of data analysis/data science/data processing, out of which at least One-year experience should be in actual programming. Candidates should have strong mathematical skills to help collect, measure, organize and analyses data. Knowledge of programming languages like SQL etc. Technical proficiency regarding database design development, data models, techniques for data mining, and segmentation. Experience in handling reporting packages like business objects, programming (Java Script, XML, or ETL frameworks), databases. Proficiency in Statistics and statistical packages like excel, Spss etc to be used for data set analyzing. Adept at queries, writing reports, and making presentations. Proven working experience in data analysis. Selected Candidate will be responsible for Handle large volume of data for meaningful business decisions and strategy formulation. Processing, cleansing and verifying the integrity of data used for analysis. Critically evaluate data sets, and employ appropriate statistical analysis. Doing the ad-hoc analysis and presenting results in clear manner. Provide report/dashboard as and when required by higher management like-material projection, aging wise debtor's analysis, fast moving/non-moving products/items, turnover projection etc. Any other report/analysis required by management/authorities time to time.

Con-18 Officer Project Management(Mechanical)

Qualification: Full Time Engineering degree in Mechanical Engineering with 55% marks from recognized university .

Experience: 2 years post qualification experience in project planning, monitoring and execution .

Con-19 Officer Civil Engineering

Qualification: Full time Bachelor 's Degree in Civil Engineering with 55% marks from recognized university .

Experience: Minimum 2 years post qualification experience for Degree Holder in Public Sector Undertaking or Reputed Private / Manufacturing Sector in related field ,Knowledge in the field of estimation of bill of quantities, preparation of measurement book, verification of work, maintenance of pump-house, basic cost estimation based on Central / State PWD rates including experience in the field of analysis of market rates and preparation of construction schedule, supervising the contractor work is also desirable .

Con-20 Service Assistant-General

Qualification: Full time 3 years Diploma in Mechanical Engineering / DME or ITI from a Government approved / recognized institute / university

Experience: 4 years– DME / 7 years– ITI – post qualification Experience.

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.

PERIOD OF ENGAGEMENT

- The initial engagement for a person as Contractual Fixed Term Employment (FTE) engaged directly by the Corporation would be for a period of 03 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 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 .
- 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 .

- 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 .

Terms and Conditions

- 1 . 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 send by the application from Speed Post/ Registered Dak /Courier etc . only .
 - (ii) Bio data / Application in the prescribed Format (Annexure-II) with required documents shall only be considered for short listing (Annexure-II without enclosed enclosures shall be rejected) .
 - (iii) No email shall be sent by ALIMCO to individual for missing documents .
- 2 . 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 .
 - 3 . 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 send through Speed Post / registered Post / Courier etc . to the

**Manager (Personal & Administration)
Artificial Limbs Manufacturing Corporation of India
G . T . Road, Kanpur – 209217 (U . P)**

The ' Advt . No ' and the " Post Applied For " should be mentioned on the envelop so as to reach on or before the closing date i . e . 13 . 03 . 2023 Applications not in prescribed format or without supporting documents for Age, Qualification and Experience etc or sent through any other modes viz, email, fax and by hand etc . shall be summarily rejected / not acceptable .

- 4 . Physically fit and mentally agile candidates above age criteria and above said post as on 13 . 03 . 2023 having adequate experience will be considered . NO TA/DA will be paid for attending the interview .
- 5 . 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 .
- 6 . On the top of the envelope, the candidate must write the relevant designation as per example shown under :

For Example : If a candidate is sending application for designation, Manager (TEXTILE) , the Post applied for should be :

“Application for Manager (TEXTILE) ”

Please ensure that Application 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 not in conformity to website advt . will not be considered .

7. ALIMCO shall not be responsible for any loss of Speed Post/ Registered Post / Courier etc. No request in this regard will be entertained .
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 of 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 received in Posted documents, hence it is necessary that only, accurate, full and correct information is furnished by the applications . 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 .
10. 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 email at stated should not be in junk / spam list .
11. 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 .
12. 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

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.

13. 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.

14. The number of vacancies can vary and will solely 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 have to 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 company rules.

15. 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.

16. 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.

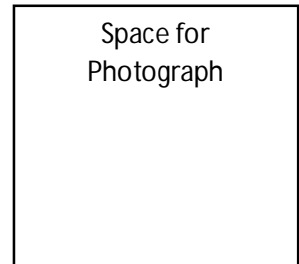
17. No TA/DA shall be admissible for attending Interview & joining the assignment or on its completion. However, Contractual Fixed Term Employment(FTE) Engage engagement shall be allowed TA/DA for their travel inside the country in connection with the official work as mentioned in their categories.

18. 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 sit late to complete time bound work.

19. 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.

20. 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.

Annexure-I
APPLICATION FORM



Application for the post of

Category applied for

Name of Applicant	
Father / Husband's Name	
Date of Birth	
Age as on 01.02.2023	
Gender	
Address for Correspondence	
Permanent Address	
Mobile No. & E-mail Address (mandatory)	
Details of Education Qualification(s)	
Total Years of Experience	
Details of experience to be attached in the proforma given in Annexure-II	
Any other relevant information (use a separate sheet, if necessary)	

DECLARATION

I do hereby declare that the particulars furnished by me in this form are true to the best of my knowledge and belief. In case they are found false, my candidature shall be liable for rejection.

Date:

Place:

Signature of the Candidate

Note: - Documents to be submitted along with the Application Form :-

(i) Xerox copy of HSC / 10th STD. Certificate & Mark sheet.

(ii) Xerox copy qualifying certificate with mark sheet for the post applied for

(iii) Proof of Experience certificates,

Details of Experience

Period (starting from latest)	Post held and names of the office/organisation	Pay scale/Salary drawn	Description of duties performed