

Artificial Limbs Manufacturing Corporation of India
(A Mini Ratna- Central PSU)
G.T. Road, Kanpur

ENGAGEMENT OF LEGAL & VIGILANCE AND CSR CONSULTANT

Artificial Limbs Manufacturing Corporation of India (ALIMCO) invites application for engagement of **01** Legal & Vigilance consultant and **03** CSR Consultant on contract basis for a period of one year. For Further details please log on to www.alimco.in. The last date of submission of application is 04.03.2021. Application received after the last date would be summarily rejected.

Manager (P&A)
Artificial Limbs Manufacturing Corporation of India

Ref. No.AD/4A/01/Consultant/2021

Educational Qualification and Experience.

Post	Consultant (Legal & Vigilance)	Consultant (CSR)
No. of Position	01	03
Essential Qualification and Experience	<p>i. The candidate should have Graduation with LLB Degree from Govt. recognized from university /Institute.</p> <p>ii. A Minimum 25 Years of Post qualification Experience in dealing with Vigilance and Legal Matters out of which minimum 10 years in Central/State Govt., Central Public sector undertaking, Air Force or Navy.</p>	<p>i. Graduate in any discipline.</p> <p>ii. Should have minimum 01 years' experience preferably in the field of Sales/Marketing.</p> <p>iii. Having Knowledge of provisions of Company Act-2013 particularly provision will be an added advantage.</p> <p>iv. Should have good working knowledge of Computers.</p> <p>v. Should have aptitude towards Public Relations activities.</p> <p>vi. Having Good Contact in PSUs and Corporate Houses will be an added advantages.</p>
Consolidated Remuneration (in Rs.)	Consolidated pay of Rs. 75,000/- P.M. (Rupees Seventy Five Thousand only).	Consolidated pay of Rs. 30,000/- P.M. (Rupees Thirty Thousand only) + Rs.3000/- P.M. (Rupees Three Thousand only) for local conveyance
Place of Posting	New Delhi	Across any branch of ALIMCO
Age Limit	Maximum 55 Year	Maximum 35 Year
Tenure	Initially for a period of one year which may be extended at the sole discretion of Corporation.	Initially for a period of one year which may be extended the sole discretion of Corporation.

Terms and Conditions

1. The eligible and interested persons may send their application alongwith copy of testimonials duly self attested in the requisite proforma given at Annexure-I and Annexure-II only through e-mail at recruitment@alimco.in on or before **04.03.2021**. The applications received after **04.03.2021** shall not be entertained. "NAME OF THE POST APPLIED FOR" must be mentioned in subject. Only Indian Nationals need to apply.
2. Physically fit and mentally agile candidates below the age of 55 years for the post of Legal & Vigilance Consultant and below the age of 35 years for the post of CSR Consultant as on 01.02.2021 having adequate experience will be considered. No TA/DA will be paid for attending the interview.
3. Tenure Initially for a period of one year which may be extended 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.
4. The selected candidate/s should be able to join at the earliest. Candidates should ensure that they full fill the eligibility criteria prescribed for the

post they have applied in case it found at any stage of selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/ material facts or does not full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.

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. The engaged person will be entitled to draw a consolidated monthly remuneration as mentioned above in the respective post. During the validity of this contract. No other allowance remuneration shall be payable to him/her on account of working on holidays and/or outside office hours. However, he/she will be entitled to casual leave one day for each completed calendar month.
7. This Contract of engagement is terminable by the Corporation at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
8. 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 remuneration for one month in lieu thereof.
9. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-
$$\frac{\text{Number of working days on which office has been attended} \times \text{Monthly Remuneration}}{\text{Number of working days in the month}}$$
10. 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.
11. The engagement will be for a period of one year. However, depending on the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended. The services of the contract employee will be terminated at any time even before the completion of the said period of one year.

APPLICATION FORM

Space for
Photograph

Application for the post of _____

Name of Applicant	
Father/Husband's Name	
Date of Birth	
Age as on 01.02.2021	
Gender	
Address for Correspondence	
Permanent Address	
Mobile No.& E-mail Address(mandatory)	
Details of Educational Qualification(s)	
Total year 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 the latest)	Post held and the names of the office/ organization	Pay scale/Salary drawn	Description of duties performed