

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

**ENGAGEMENT OF CONSULTANT (FINANCE & ADMIN.)**

Artificial Limbs Manufacturing Corporation of India H.Q. Kanpur invites applications for engagement of 01 Consultant (Finance & Administration) at AAPC Ujjain Unit on contract basis initially for a period of One Year. Last date for receipt of applications is **25.06.2021**. Application received after the last date would not be taken into consideration and would be summarily rejected.

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

## Educational Qualification and Experience.

1. The candidate should have Diploma in financial accounting /Graduate in Commerce from any recognized University and Diploma in financial accounting.
2. A Minimum 01 Years Experience in dealing with Finance and administration matters of any Public sector undertaking /Reputed Private sector/Manufacturing sectors/Institutes

Age : Should be below 40 years of age as on 01.06.2021

No. of Positions: 01

Remuneration: Rs. 30,000/- Per Month. + 3000 (Travel allowance)

Place of Posting: ALIMCO Auxiliary Production Centre at Ujjain

### Terms and Conditions

- 1 . The eligible and interested persons may send their Completed Applications as per format (Annexure-I & II) along with self-attested certificates. pertaining to Educational Qualification (Incl. mark sheet certificate), Professional Qualification , Date of Birth bearing 10th mark, sheet/ pass certificate, and Post Qualification Experience should be send through Speed Post/ registered Post/ Courier etc. to the following address : The applications receive after **25.06.2021**.

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

2. Tenure Initially for a period of one year 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.
3. 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.
4. 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.
5. 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.

6. 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.

7. 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.

8. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:-

$$\frac{\text{Number of working days on which office has been attended} \times \text{Monthly Remuneration}}{\text{Number of working days in the month}}$$

9. 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.

APPLICATION FORM

Space for  
Photograph

Application for the post of Consultant (Finance & Administration)

Name of Applicant	
Father/Husband's Name	
Date of Birth	
Age as on 01.06.2021	
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,

Annexure-II

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