ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR-209217 (U.P.)

RECRUITMENT AND PROMOTION POLICY

PART 'A' : RECRUITMENT POLICY –RULES & PROCEDURES

PART 'B' : PROMOTION POLICY AND PROCEDURE

(As amended vide BOD Meetings held upto 192nd meeting of Board of Directors on 20.05.2022)

PART 'A' : RECRUITMENT POLICY AND PROCEDURES

1. **PREAMBLE** :

1.1 Artificial Limbs Manufacturing Corporation of India (ALIMCO) subscribes to the belief that efficiency, effectiveness and success of the organization depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organization.

1.2 ALIMCO is, therefore, resolved to provide a framework of policies which will enable the organization to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilization of the human resources in a climate of satisfaction, development and growth.

1.3 In pursuance of the above objectives and consistent with the Corporation's social and national obligations, ALIMCO hereby makes the following policy statement to be called **"ALIMCO RECRUITMENT POLICY AND PROCEDURES"** to govern, regulate and generally facilitate recruitment of personnel in the Corporation.

2. **SCOPE** :

2.1 The policy statement and the rules and procedures made hereunder will be applicable for recruitment and selection of employees/workmen of all classification and categories.

2.2 The policy shall apply to all the employees of the Corporation working at Headquarters, ALIMCO Auxiliary Production Centers, and Regional Marketing Centers and also employees whose services are deputed/lent to other organizations.

3. **DEFINITIONS** :

3.1 'Competent Authority' means the authority empowered by Board of Directors by any general or special rule or order to discharge the functions or use the powers delegated to him.

3.2 'Employee' means a person in the employment of the Undertaking other than the casual, work-charged or contingent staff or workmen as defined in the Industrial disputes Act, 1947, but includes a person on deputation to the Corporation.

3.3 'Workman' or 'Staff' means a person as defined in the Industrial Dispute Act, 1947, and to whom the provisions of CDA rules shall not apply but will be covered by Standing Order of the Corporation.

3.4 'SC, ST, OBC' means persons belonging to Schedule Caste, Schedule Tribe and Other Backward Class respectively as notified by Government of India time to time.

3.5 The "terms" which have not been specifically defined above shall have the same meaning as defined in the Conduct, Discipline and Appeal Rules and Standing Order of the Corporation.

4. CLASSIFICATION OF EMPLOYEES:

4.1 Since there is no parity defined in the Pay-scales of CPSU and Government definitions of Category "A", category "B", category "C" and "D" in its hierarchy, the Board of Directors in its 190th meeting held on 27th October 2021 approved to consider E-4 and above as Category "A" employees; E-0 to E-3 as Category "B" employees , Staff (Non-executives) at level "D" to "H" as Category "C" employees ; and Staff at level "A" to "C" as Category "D" employees.

5. MANPOWER PLANNING :

5.1 As per Board's approval vide Item No. 6 of 190th Board Meeting held on 27.10.2021 and Item No. 15 of 192nd Board Meeting held on 20th May 2022, the operational strength was approved as 376 and the approved strength was considered as 652. The details of Cadre wise position of approved and sanctioned strength is given in Appendix 'A' enclosed. The reservation roaster shall be applied on operational strength.

6. JOB TITLE, JOB SPECIFICATIONS, ROLE OUTLINE AND PAY SCALES :

6.1 As per existing scheme prevailing in the Corporation.

6.2 The description of posts, pay scales, age limit, basic qualifications & experience and mode of recruitment, selection/promotion etc. will be prescribed by the Board from time to time.

The maximum age for various positions, as finalized in 190th meeting of Board of Directors, in case of Direct recruitment shall be as follows:-

Non – Executive Group "B" – 30 years
Non-executive Group "C" – 32 years
E-0 Officer – 30 years
E-1 Jr. Manager – 40 years
E-2 Assistant Manager – 42 years
E-3 Deputy Manager – 45 years
E-4 Manager – 48 years
E-5 Senior Manager – 50 years
E-6 Deputy General Manager – 52
years E-7 General Manager – 55 years

7. INDUCTION LEVELS :

7.1 The induction level against Direct Recruitment in case of non-executive staff positions shall be at "B","C" or "G" level. The executives can be inducted at any level. However, in all cases Direct Recruitment shall be resorted to only when the post cannot be filled by internal candidate. Common criteria shall be "100% by internal promotions failing which by Direct Recuitment".

8. RECRUITMENT PROCESS FOR TRAINEES :

8.1 At present, there is no system for recruitment of Management Trainees; Recruitment as E-0 officers have been modified to induce fresh graduates in every discipline and the experience criteria has been dispensed off with; These E-0 Officers shall be called Management Trainees

8.2 **Management Trainee – Technical**: - The selection should be through GATE score; Stipend offered shall be Rs 30000 per month. Training period is 1 year, after successful completion shall be absorbed in E-0 regular grade with Basic Pay of Rs 36000 per month. Leave, TA/DA and Uniform shall be similar to regular employees.

Management Trainee – Non Technical; the selection shall be based on CA/CMA/UGC-Net/ MBA and CLAT scores for respective discipline. Stipend offered shall be Rs 30000 per month. Training period is 1 year, after successful completion shall be absorbed in E-0 regular grade with Basic Pay of Rs 36000 per month. Leave, TA/DA and Uniform shall be similar to regular employees.

Officer- Audiologist and P&O – selection will be done by campus recruitment at the National Institute under the same Administrative Ministry. Stipend offered shall be Rs 30000 per month. Training period is 1 year, after successful completion shall be absorbed in E-0 regular grade with Basic Pay of Rs 36000 per month. Leave, TA/DA and Uniform shall be similar to regular employees.

8.3 Campus Interviews in National Institutes shall be carried out for recruitment of P&O technicians and Audiologists at E-0 level and at Non-Executive level.

8.4 Trainee Cost Accountant, Trainee Company Secretary and other Trainees can be inducted after a preliminary interview but the same are not to be considered as regular strength and there shall be no binding on absorption of such trainees.

8.5 Apart from the above trainees, the corporation shall also induct Apprentice Trainees which are governed by separate Rules of the corporation and their stipend is regulated by RDAT/BOAT circulars. There is no provision for absorption of apprentice and they shall have to compete with other candidates on generation of a vacancy.

9. RECRUITMENT PROCESS FOR EMPLOYEES :

Following are the modes of recruitment :

(a) Direct Recruitment
(b) Transfer on deputation from Government Departments or PSUs

(a) DIRECT RECRUITMENT:

9.a.1 For recruitment in executive cadre including trainees, selection will be made on all India basis and for this purpose, the posts to be filled will be duly notified through press advertisements (Employment News and News Papers), ALIMCO's Website.

9.a.2 Merely satisfying eligibility criteria/job specifications prescribed for a post will not entitle a candidate to be called for interview. Depending upon the number of vacancies available, the Corporation reserves the right to restrict the candidates called for interview after preliminary screening of their qualifications, nature/duration of experience, posts held etc.

9.a.3 In respect of recruitment to non-executive posts also, all vacancies will be notified to the local Employment Exchange as per Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and/or the positions may be advertised in the local news papers.

9.a.4 Further, in case a candidate called for interview/tests resorts to any irregular or improper means in connection with his/her candidature for selection, he/she shall render himself/herself disqualified from the interview/test for which he/she is a candidate either permanently or for a period specified by the Corporation. As suchcandidates called for interview shall not stake any claim for appointment to the concerned post in the Corporation.

9.a.5 Vacancies which are required to be notified to the employment exchange as per Employment Exchange (Compulsory) Notification of Vacancies Act, 1959, will be so notified and in this regard directives received from Department of Public Enterprises from time to time will also be adhered to.

9.a.6 Vacancies may also be notified to Public sector Undertakings and other authorities as prescribed by the Government/Department of Public Enterprises from time to time.

NOTE : The Corporation shall not be held responsible for any delay in receipt or loss inpostal transit of any application sent by the candidates.

9.a.7 In case of direct recruitment, internal candidates who fulfill all eligibility requirements may be considered along with other candidates. However, the age and qualification criteria for internal candidate shall be relaxed.

9.a.8 For being considered for selection from within the organization on the basis of internal circulars for a job opening in a particular grade, employees in the next lowergrade only will be eligible.

9.a.9 Applications of all internal candidates will be forwarded through the Head of the Departments.

(b) TRANSFER ON DEPUTATION FROM GOVT. DEPTTS. AND PSUs :

9.b.1 When a post is to be filled in by deputation, a copy of the advertisement containing relevant particulars of the post will be sent to the concerned organizations as the samewill enable them to circulate the same in organization/department so that interested suitable candidates may be forward their applications for the post advertised.

9.b.2 Selection procedures shall be followed and select list will be prepared as in the case of Direct Recruitment.

9.b.3 The deputation period in respect of an employee appointed on deputation from Central /State Govt. Deptts. and PSUs, shall be for a period of three years.

10. RESERVATION OF VACANCIES:

Reservation of vacancies and concessions to SC/ST/OBC, Ex-servicemen, physically handicapped persons and other categories will be regulated as per directives/instructions issued by the Government/DPE from time to time. Reservation Roaster shall be applied on Operational sanctions.

11. APPLICATION FORMALITIES:

11.1 All appointments will be made in the Corporation on the basis of an applicationgiving details and particulars as may be prescribed from time to time.

11.2 While as a rule, for all recruitments applications should be in the forms prescribed fordifferent categories from time to time as far as possible, applications on plain paper may also be resorted to wherever necessary keeping in view the urgency for manning the post and the lead time involved.

11.3 Unless specifically exempted by the appointing authority, all applications for job position in the Corporation will be accompanied by a Demand Draft of the value as decided by the competent authority. Candidates belonging to SC, ST, Physically Handicapped and Ex-servicemen category will be exempted from the payment of application fees.

11.4 In the case of all recruitments there will be a last date for the receipt of application after which no application will be entertained for the posts advertised except with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is a good and sufficient cause and justification for such relaxation.

12. FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVERNMENT AND PUBLIC UNDERTAKINGS :

12.1 Consistent with the guidelines issued by the Department of Public Enterprises vide DPE's Memo No.2(172)/71-BPE(GM) dated 18 August 1971 and thereafter, ALIMCO will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those PSUs whose rules provide for carry forward of Gratuity, Leave, Provident Fund and other benefits or transfer on movement to another organization in the public sector with the consent ofboth the organizations concerned. Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels, if the candidate submits a declaration along with the application stating that if selected for appointment in ALIMCO on terms acceptable to him, he will be able to produce a "No Objection Certificate" and securedue release from his present organization within the stipulated notice period.

12.2 In respect of candidates from public undertakings who, despite the aforementioned guidelines from DPE, do not provide for carry forward of leave, gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, applications may be entertained as in the case of candidates from private sector organizations.

12.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a "No Objection Certificate" from his present employer which must also state that he will be relieved in the event of his selection for appointment in ALIMCO.

12.4 In respect of candidates from government and public sector organizations who applyfor transfer on deputation through proper channel, P&A Department/Secretary Department will obtain copies of Annual Confidential Reports (ACRs) or their abstracts in ALIMCO's reference check forms which will be placed before the Selection Board during or after interview but before finalisation of the panel of selected candidates.

13. PROCESSING OF APPLICATIONS :

13.1 All applications received against a specific notification/advertisement will be subjected to a preliminary scrutiny by a committee constituted by the competent authority who will ensure that :

(a) Applications are duly completed and accompanied by the prescribed application fees and were received within the permitted time.

(b) Age of the applicant is within the prescribed limit.

(c) Qualifications and experience of the candidates conform to those prescribed. Bench mark for considering the candidate is through GATE/UGC NET/ MBA/CLAT and CA/CMA merit scores; hence post qualification experience of 2 years is dispensed off for Officers (E0) level.

(d) Applications have been submitted "Through Proper Channel" wherever applicable.

(e) In the case of candidates from SC, ST, OBC, Ex-servicemen etc. groups, application is accompanied by a certificate to that effect from the competent authority.

(f) While short listing the applications for selection considering the response against advertisement/notification, written test/calling interview, a ratio of 1:20 and 1:07 respectively will be adhered to by the committee. This may be changed with the approval of the competent authority. Thus, a written test is a must whenever more than 20 applications are found to be eligible for one post. In case of positions higher than E-3, this test may be conducted as WAT (Written Ability Test) at the time of interview. For recruitment in E-0, the GATE /UGC NET/MBA/CLAT and CA/CMA merit scores shall be the preliminary eligibility criteria for short listing of candidates for written test.

(g) The processing of applications received against advertisement/notification shall be completed within a period of 45 days from the last date of receipt of applications as advertised/notified.

(h) Considering the response received against the advertisement/notification, screening committee may suggest conducting of written test for the post of 'E-0' level. Recruitment of Officers (E0) level will be done thorough open advertisement based on GATE/UGC NET/MBA/CLAT and CA/CMA merit scores.

13.2 The applications that fulfill the prescribed requirements after preliminary scrutiny as above will be listed and forwarded to the department concerned. The list of shortlisted candidates as finalized by the scrutiny committee will be put up to competent authority for final approval by AD/SY Department. This shortlist will form the basis for candidates being called for selection test/interview. The shortlisted candidates duly approved by the competent authority must be called for interview/selection test within three months from the date of approval.

14. SELECTION PROCESS AND CONSTITUTION OF SELECTION BOARDS

14.1 (a) All candidates called for interview will be reimbursed actual expenses incurred ontravel to & fro the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to :

(i)	2nd AC/AC Chair in Shatabdi/ Tier in Rajdhani by the shortest route.	:	For executive post in the Grade E-4 level AC 3 i.e Manager.
(ii)	1st Class/3rd AC/AC Chair in Shatabdi by the shortest route.	:	For E-0 level executive post
(iii)	Sleeper class rail fare by shortest route.	:	For Management Trainees and non-Executive posts

Shortest Route for this purpose will be from the place to which the interview call letter was mailed to the appointed place of interview or the place from where the actual journey commenced, whichever is nearer.

(b) For internal candidates called for interview, reimbursement of expenses willbe made as per TA Rules of the Corporation treating them on official tour.

14.2 The call letters to each candidates for appearing for interview before the Selection Board, to be issued by Registered Post/Under Certificate of Posting/Courier Service/Speed Post/E-Mail, not later than twenty one (21) clear days before the dateof interview should, inter alia, state clearly the post and the grade/grades for which thecandidate will be considered and other formalities that he will be required to complywith prior to the interview.

14.3 The constitution of selection board will be as under :

(i) FOR GENERAL MANAGERS (E-7 LEVEL):

(a)	CMD or in his absence a Board Member	-	Chairman
(b)	One Director from the Board	-	Member
(c)	Two Professional Experts from outside	-	Member
(d)	Representative of SC/ST/OBC etc. category.	-	Member
(e)	One executive of P&A Department	-	Member

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

(ii) FOR DEPUTY GENERAL MANAGERS (E-6 LEVEL):

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

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

(iii) FOR SENIOR MANAGERS (E-5 LEVEL)

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

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

(iv) FOR MANAGERS (E-4 LEVEL)

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

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

(v) FOR DEPUTY MANAGERS & ASSISTANT MANAGER (E-3 & E-2 LEVEL)

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

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

(vi) FOR THE EXECUTIVE POST IN THE GRADE E-0/E-1 :

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

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

For workmen

The composition of Skill test will be as under: -

(a) General Manger or Deputy General Manager – Chairman
(b) Two outside Expert form out of relevant field – Member
(c) One executive of P&A Department- Member

14.4 In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes/Scheduled Tribes and OBC, separate interviews exclusively for candidates belonging to these communities will be held before the Selection Board which should include a member of Scheduled Caste and Scheduled Tribe or an Executive of the Corporation belonging to any of these communities.

14.5 AD/SY Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview :

a) A copy of the Advertisement/Notification together with the specific requirements and the duties & responsibilities of the post.
b) Bio-Data of each candidate.
c) Applications in original.
d) ACRs for last three years and comments of forwarding authority in the case of internal candidates.
e) Annual ACRs wherever applicable in the case of candidates from Government and Public Sector Undertakings whose applications have been forwarded through proper channel.
f) Results of test/practical test, wherever applicable, group discussions held priorto interview, if any.
g) Special information, if any, relevant to selection regarding any candidate.

14.6 Selection Procedure :

(a) Selection Committee will assess the suitability of the candidates on the basis of their qualifications, professional knowledge, experience, performance in interviews and/or tests and recommend select list in order of merit. The committee may recommend upto five advance increments to deserving candidates giving full justification in line with the guidelines issued in this regard by the Central Government/Deptt. of Public enterprises from time to time.

(b) Selection Committee shall submit its recommendations to the competent authority who may approve in full or in part or disapprove its recommendations. The competent authority shall record its reasons in writing while setting aside the recommendations partly or wholly. Decision of the competent authority taken with regard to the selection of a candidate or on any other matter relating to recruitment shall be final and binding on all concerned.

(c) Selection lists will be valid for a period of one year from the date of its approval. With the approval of Managing Director, the validity period of the select lists may be extended by six months.

(d) The appointing authority shall make appointments in the order of merit in the select lists unless for any special reasons to be recorded it is found necessary to vary that order in any particular case.

(e) Keeping in view the qualifications, experience, results of test/group discussion, if any, and other relevant facts vis-à-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed from the candidate's performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned. Provided that when two or more candidates secure equal marks, they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them. Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to SC, ST and other backward classes.

(f) Selected candidates, who are sent offers of appointment, shall be required to convey their acceptance within 21 days from the date of issue of appointment letter failing which appointment offer will automatically be cancelled and the next candidate in the panel shall be offered appointment. Candidate should report for duty on or by the date mentioned in the appointment offer. Under exceptional circumstances and in public interest depending upon the merits of each case, request for extension in joining time shall be considered and decision of the competent authority conveyed to the candidate concerned, subject to the condition that the request for extension in joining time does not exceed a period of three months.

(g) Appointment (excluding deputation and lien) shall normally be made on probation and the period of probation will be one year which may be extended upto a maximum period of another one year at the sole discretion of the competent authority.

(h) During the period of probation or extended period of probation, the appointing authority may terminate the services of the probationer without assigning any reasons whatsoever by giving one month's notice or payment of salary in lieu thereof. The probationer may likewise quit the services of the corporation by giving one month's notice during the probation period of extended period of probation. Pay in lieu of notice period may also be given by either party.

(i) On satisfactory completion of the period of probation, the employee shall be confirmed on the post, but shall not be deemed to be confirmed unless an order to his effect is issued to him/her in writing. An order confirming or extending the probation period will normally be communicated within one

month from the date of completion of the probation/extended probation period. Non-Compliance of this condition, however, will not amount to automatic confirmation of the employee concerned.

(j) While making its recommendations of names of suitable candidates, the selection board may make special mention of the following wherever appropriate :

(a) The amount of starting basic salary in cases where initial pay is to be fixed above the minimum of the grade. However, due to problems of anomaly in pay fixation arising out, the payfixation norms for new entrants being followed are as under:

PAY ON FIRST APPOINTMENT:

(i) The pay of an employee on his first appointment to a post in service of the corporation shall normally be fixed at the minimum of the time scale applicable to the post in which he is appointed.

(ii) Where any person is appointed to a post to which a time scale is applicable, has been in continuous service for a period of not less than 2 years in any Department of the Central/ State Government/ PSU/ Autonomous Body/ University etc. prior to joining ALIMCO, and was drawing Basic Pay above the minimum of the scale of the post in which he is being appointed, his starting pay would be fixed after protecting the pay drawn by him in his/ her parent company/ department subject to the condition that he/she was governed by the same IDA pattern in his/her parent organization as applicable to the post in ALIMCO. In cases, where DA is dissimilar, the starting pay will be fixed after protecting pay plus DA drawn by him/ her in his/ her parent organization.

(iii) Pay protection will be given to those candidates who have been work at lower grade in previous organization and apply for higher grade in ALIMCO.

(iv) Pay protection of a departmental candidate selected against the open advertisement will be fixed as on promotion.

FOR CANDIDATES FROM PRIVATE SECTOR :

Two types of salary payments are resorted to by the private companies (i) paystructure clearly defined i.e. Basic Pay, DA, HRA etc. and (ii) consolidated pay. The practices evolved to deal with such cases are:

(i) For candidates joining from organizations where defined pay structure is available, the amount on which provident fund deductions are made is protected by offered Basic Pay + Dearness Allowance. Nojoining benefit is allowed.

(ii) For candidates joining from organizations where consolidated pay system is prevalent, upto 80% of consolidated salary is protected by Basic Pay + Dearness Allowance.

Any other recommendation/remark considered relevant and necessary inrespect of any candidate.

(k) In case selection of more than one candidate at a time in the same grade, the seniority shall be reckoned as per merit in the panel.

15. OPERATION OF PANEL OF SELECTED CANDIDATES :

15.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by the Competent Authority, will form the basis for issue of offers of appointment.

15.2 The functional panel of selected candidates will normally remain valid and operative for a period of one year from the date of approval and on expiry of this period , it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.

15.3 Based on the panel as recommended by the Selection Board, AD/SY Department will issue offers of appointment to one or more candidates in order given in the panel depending on the number of posts as sanctioned by the appointing authority.

15.4 Where there is a separate panel of selected candidates from the Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government will be followed while making offers of appointment.

16. OFFERS OF APPOINTMENT :

16.1 AD/SY Department will issue the offers of appointment in duplicate and the contract of appointment will be completed on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.

16.2 A person recruited to any post under the corporation shall be liable to be posted anywhere in India.

16.3 Based on the length of the notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join ALIMCO failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of joining time as indicated in the offer of appointment.

16.4 Upon approval by the competent authority, offers of appointments are sent by registered post/courier service/UPC giving three months time for joining. However, extension in joining upto further three months based on the merit of the case, after approval of the competent authority, is also allowed.

16.5 Appointment (excluding deputation/lien) shall normally be made on probation and the period of probation will be one years which may be extended upto a maximum periodof six months at the sole discretion of the competent authority.

17. RETIREMENT/SUPERANNUATION :

17.1 Retirement age of the regular employees of the corporation will be 60 years. The employees shall retire from the service with effect from the last day of the month in which they attain the age of 60 years. In case of employees whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the preceding month. This will also be applicable to personnel re-employed before attaining the age of 60 years.

18. INTERPRETATION AND AMENDMENTS :

18.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these Rules, final authority of interpretation will vest in the Chairman & Managing Director whose decision will be final.

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APPENDIX 'A' TO
RECRUITMENT POLICY AND PROCEDURE

Category	Grade	Pay Scales	Sanctioned Strength approved by SFC	Operational Strength
			A	**B**
CMD		160000-290000	1	1
General Manager	E-7	100000-260000	6	5
Dy. Gen.Manager	E-6	90000-240000	8	7
Sr. Manager	E-5	80000-220000	12	12
Manager	E-4	70000-200000	14	14
Dy Manager	E-3	60000-180000	40	22
Asstt., Manager	E-2	50000-160000	21	24
Jr. Manager	E-1	40000-140000	47	29
Officer	E-0	30000-120000	186	37
Sub Total Executive			**335**	**151**
Staff/Workmen			317	225
Sub total Staff/Workmen			**317**	**225**
Total			**652**	**376**

Note: E-0 and E-1 is one cluster, their total authorized strength shall be within 233 and operational strength shall be within 66. Similarly, E-2 and E-3 is cluster with authorized strength is within 61 and operational strength is within 46.

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G.T. ROAD, KANPUR-209217 (U.P.)

PART 'B' : PROMOTION POLICY AND PROCEDURE

Rules and Procedures in respect of promotion of Executives, and Workers (Non-Executive) through Departmental Promotion Committee (DPC) are given in Appendix 'I', and Appendix 'II' respectively.

APPENDIX 'I' TO
PROMOTION POLICY AND PROCEDURE

PROMOTION RULES FOR THE EXECUTIVES OF THE CORPORATION

OBJECTIVES OF THE PROMOTION POLICY :

1. The Artificial Limbs Manufacturing Corporation of India believes that the efficiency, effectiveness and success of the Corporation depends to a very large extent on the skill, ability and motivation of its workforce, who constitute the single most important asset of the Corporation. Accordingly the objectives of thePromotion Policy of ALIMCO for its executives are as under :

   a) To provide a framework of policy which will enable to attract and maintain the right type of executives for various jobs and to ensuretheir optimum and effective utilization.

   b) To promote an environment conducive to effective working, optimum production, cost-consciousness and job satisfaction for the executives by motivating them to give their best to the Corporation and at the same time developing their potential and abilities, so that the interests and objectives of ALIMCO and the employees converge and coincide.

   c) To provide suitable opportunities and encouragement to the executives for career growth consistent with their contribution to the growth of the organization on the basis of the followingprinciples :

      (i) Ensuring fairness, consistency and uniformity in the criteriafor promotion;

      (ii) Ensuring broad quality of opportunity in growth and career prospects commensurate with the achievements and potential of each;

      (iii) Creating and sustaining the morale of the executives by informing them of the kind of career promotion opportunities that exist in the ALIMCO and the principles underlying the procedurefollowed for making promotion;

      (iv) While the management shall, at all times,. have right and prorogative to make such changes in the promotion policy and procedure as it may consider expedient and necessary in the overall interest and efficiency of the Corporation, such changes shall be promptly brought to the notice of all concerned by suitable means by publishing them prominently in the in-house magazines/journals and such other means as are practicable.

DEFINITIONS :

2. The following are the definitions of some of the terms used in these Rules :

   a. "Corporation" means Artificial Limbs Manufacturing Corporation of India, wherever situated and include its factories, divisions, branches, head offices and other administrative offices, if any.
   b. "Chairman & Managing Director" means Chairman & Managing Director or an officer officiating, of ALIMCO.
   c. "General Manager" means the General Manager or an officer officiating, ALIMCO.
   d. "Officer" means all executives whose pay scale commence with Rs.12600/- (revised Rs.30000) per month and above as existing at present.
   e. "Departmental Promotion Committee (Officers)" (DPC Officers) means the

Committee appointed by the Chairman & Managing Director as per these Rules for the implementation of these Rules.

f. "Seniority" means seniority in the Corporation in any one scale of pay as fixed in merit list decided by Selection Committee/DPC and approved by the Competent Authority.

g. "Promotion" means the posting of a person to a higher approved scale of pay.

APPLICABILITY :

3. These Rules shall apply to all officers of the Corporation and all its unitsand will exclude the following persons :

a. Officers on deputation;

b. Officers whose conditions of service specifically make these Rules inapplicable.

CONSTITUTION OF D.P.C. :

4. (i) For Deputy General Manager to General Manager (E-7)

a)	CMD or in his absence a Board Member	-	Chairman
b)	One Director from the Board	-	Member
c)	Two Professional Experts from outside	-	Member
d)	Representative of SC/ST/OBC etc. category.	-	Member
e)	General Manager (P&A)	-	Member

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

(ii) FOR SR. MANAGER TO DEPUTY GENERAL MANAGERS (E-6 LEVEL):

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

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

(iii) FOR MANAGER TO SENIOR MANAGERS (E-5 LEVEL)

(a)	Chairman & Managing Director	-	Chairman
(b)	General Manager	-	Member
(c)	Two Professional Experts from outside	-	Member
(d)	Representative of SC/ST/OBC Category	-	Member
(e)	One executive of P&A Department	-	Member

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

(iv) FOR DEPUTY MANAGER TO MANAGER (E-4 LEVEL)

The DPC (Officers) shall consist of the following:

(i)	General Manager	-	Chairman
(ii)	DGM or Senior Manager	-	Member
(iii)	Two Professional Expert from outside	-	Member
(iv)	Rep. of SC/ST/OBC Category.	-	Member
(v)	One executive of P&A Department	-	Member

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

(v) FOR JUNIOR MANAGER TO ASSTT. MANAGER (E-2LEVEL) AND FOR ASSISTANT MAANGER TO DEPUTY MANAGER (E-3 LEVEL)

The DPC (Officers) shall consist of the following :

i) General Manager - Chairman
(ii) DGM or Senior Manager - Member
(iii) Two Professional Expert from outside - Member
(iv) Rep. of SC/ST/OBC Category. - Member
(v) One executive of P&A Department - Member

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

(vi) FOR OFFICER TO JUNIOR MANAGER (E-1 LEVEL) AND WORKER TOOFFICER (E-0 LEVEL)

The DPC (Officers) shall consist of the following :

i) General Manager - Chairman
(ii) DGM or Senior Manager - Member
(iii) Two Professional Expert from outside: - Member
(iv) Rep. of SC/ST/OBC Category. - Member
(v) One executive of P&A Department - Member

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

PROMOTION POLICY :

5. The periodicity of the promotion is January and July every year. All eligible Executives are called for DPC which is conducted twice a year. The general principle governing the Promotions is that against a vacancy, the internal candidates shall be given a preference and Direct Recruitment shall only be resorted to when there is no internal candidate who has been found suitable for promotion.

6. Executives can be recruited at all levels i.e. the induction through Direct recruitment can be done at all the levels provided there is no internal candidate who is found suitable for promotion. However, an internal candidate fulfilling the criteria of lower scale in case of an open advertisement can also apply against an open vacancy.

7. There shall be seven scales of pay of offices of ALIMCO as below :

Grade	Name of the Post	Pre-revised Pay Scale	Pay Scale revised w.e.f.1.1.2017
E-0	Officer	Rs.12,600 - 32,500/-	Rs.30000- 120000/-
E-1	Junior Manager	Rs.16,400 - 40,500/-	Rs.40000 - 140000/-
E-2	Assistant Manager	Rs.20,600 - 46,500/-	Rs.50000 - 160000/-
E-3	Deputy Manager	Rs.24,900 - 50,500/-	Rs.60000 - 180000/-
E-4	Manager	Rs.29,100 - 54,500/-	Rs.70000 - 200000/-
E-5	Senior Manager	Rs.32,900 - 58,000/-	Rs.80000 - 220000/-
E-6	Deputy General Manager	Rs.36,600 - 62,000/-	Rs.90000 - 240000/-
E-7	General Manager	Rs.43,200 - 66,000/-	Rs.100000 - 260000/-

8. CRITERIA FOR PROMOTION:

Following parameters of 25 marks each will be taken into consideration while selecting a person for next promotion.

Sl. No.	Parameters
(a)	Performance Based on Average (5 yrs) ACR Rating.
(b)	Past Experience & Achievements
(c)	Performance in DPC which includes presentation to the selection committee.
(d)	Working skills / Field experience/ Ability to handle further responsibilities

9. Board of Directors in its 144th Board Meeting held on 23 Jan, 2014 had approved Merit Rated Promotion Scheme for the Executives of the Corporation according to which the minimum stay in the scale required for promotion of executives to next grade is 02/03/04 and 05 years depending upon their respective ACR rating as stipulated in Table-1.

Merit Rated Promotion Table -1

Grade	Designation	Average ACR Rating of Reporting and Reviewing Officer in the last five years.				
		Above 4.51	**3.51 to 4.50**	**2.51 to 3.50**	**2 to 2.50**	**Below 2**
E-0	Functional Officer	2	3	4	5	**WILL NOT BE PROMOTED**
E-1	Junior Manager	2	3	4	5	
E-2	Assistant Manager	2	3	4	5	
E-3	Deputy Manager	2	3	4	5	
E-4	Manager	2	3	4	5	
E-5	Senior Manager	2	3	4	5	
E-6	Dy.General Manager	1	2	3	4	

The Board in its 170th Board Meeting held on 22.09.2017 had approved the amendment to the scheme to ensure consistency in promotions in the career of executives from entry level and thereafter by increasing minimum stay period in existing scale in a manner so that an executive should not get benefit of accelerated promotion consecutively two times in a shorter span say in 2- 3 years. In such cases the span of minimum stay in promoted grade has been increased to 04 years /05 years /06 years/07 years depending upon average ACR Rating of Reporting and Reviewing officer in last 05 financial years. In case an Executive avails the benefit of Merit Rated Promotion Scheme once, he will get his next promotion not earlier than 4/5/6/7 years respectively depending upto his / her ACR Rating.

In other words those who have availed promotion benefit under aforesaid Merit Rated Scheme once will be eligible for the promotion to next higher scale in 04/05/06/07 years depending upon their average ACR rating as stipulated in Table -2.

Merit Rated Promotion Table -2

Grade	Designation	Average ACR Rating of Reporting and Reviewing Officer in the last five years where officer has availed accelerated promotion once				
		Above 4.51	**3.51 to 4.50**	**2.51 to 3.50**	**2 to 2.50**	**Below 2**
E-0	Functional Officer	4	5	6	7	WILL NOT BE PROMOTED
E-1	Junior Manager	4	5	6	7	
E-2	Assistant Manager	4	5	6	7	
E-3	Deputy Manager	4	5	6	7	
E-4	Manager	4	5	6	7	
E-5	Senior Manager	4	5	6	7	
E-6	Dy. General Manager	4	5	6	7	

The above table only indicates the eligibility criteria for promotion to next grade. However, the promotion of an individual to next higher grade will be subject to availability of vacancies, average ACR rating, ratings of DPC, Qualification as per recruitment rule, vigilance clearance, disciplinary action in pipeline, sealed covers and as per other relevant CVC Guidelines as applicable from time to time.

10. Officers promoted under this scheme will be on probation for one year and their pay on promotion will be fixed as per rules of the Corporation.

11. If any disciplinary action is pending against an officer or if a CBI enquiryis in progress against him, grant of promotion under the scheme will be considered only after the disposal of the case/enquiry. In case the individual is exonerated of the charges, the effective date of his promotion would be the date on which he normally would have been promoted. Such ante-dated promotion will be without any financial benefits.

12. Any dispute arising out of this scheme or any interpretation for any clauseetc., the decision of the Chairman & Managing Director will be final and no casewill be referred to any Court or Tribunal etc.

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APPENDIX 'II' TO
PROMOTION POLICY AND PROCEDURE

PROMOTION RULES FOR THE NON-EXECUTIVES OF THE CORPORATION

PROMOTION RULES FOR THE WORKERS (NON-EXECUTIVES) OF THE CORPORATION.

(AS PER AGREEMENT SIGNED WITH RECOGNISED WORKERS UNION ON 22.03.05)

DPC is basically in the form of Time Scale Promotion conducted effective 1st June (as per the agreement) and 1st January (as per Wage Revision guidelines)