

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

**ENGAGEMENT OF PERSONAL SECRETARY TO CMD**

Artificial Limbs Manufacturing Corporation of India (ALIMCO) invites applications from young and energetic Indian citizen for engagement of one Personal Secretary to CMD on contract basis for a period of one year. For further details please log on to [www.alimco.in](http://www.alimco.in). The last date of submission of application is **25.10.2020**. Application received after the last date would not be taken into consideration and would be summarily rejected.

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

### **Educational Qualification and Experience.**

1. The candidate should have a recognized Graduate degree from any university /Institute with Diploma/Certificate of Secretarial Practice/ Stenography.
2. The candidate with PG Degree/ Diploma in Management would be added advantage.
3. A Minimum 5 Years Post qualification Experience working with top Management of Any Public Sector undertaking/ Related Private / manufacturing Sector providing secretarial Services to top Management organizing work schedule, Travel planning, booking accommodation preparations, arranging meetings and seminars, taking minutes of the meeting, transcribe, typing, handling all phone calls and emails, screening, assistance & upkeep of CMD Office.
4. Candidate should have excellent drafting skills, good speed of short hand, typing and proficiency in computers (MS Office & internet etc.)

### **Age**

Should be below 45 years of age.

### **Remuneration:**

Rs. 35,000/- P.M. (Rupees Thirty Five Thousand only) consolidated

### **Place of Posting:**

ALIMCO Regional Marketing Centre at New Delhi

### **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 **25.10.2020**. The applications receive after 25.10.2020 shall not be entertained. "NAME OF THE POST APPLIED FOR" must be mentioned. Only Indian Nationals need to apply.
3. Physically fit and mentally agile candidates below the age of 45 years as on 01.10.2020 having adequate experience will be considered. No TA/DA will be paid for attending the interview.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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

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

11. 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.

12. 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 01.10.2020	
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