



ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING 'MINIRATNA' COMPANY)
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
G.T.ROAD,KANPUR-209217(U.P.)
TOLL FREE NO. 18001805129



ISO 9001:2015

Reference No.: -FTC/Con-4/Media Consultant/Nov-2023

Date: 15.11.2023

Artificial Limbs Manufacturing Corporation of India (ALIMCO), a CPSU working under Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India invites Online applications for filling up the following positions on purely **Contract Basis** at ALIMCO Delhi/NCR Location: -

Sl. No	Post Code	Name of the Post	Equivalent Grade	Consolidated Monthly Remuneration (Rs.)	Upper age limit as on 01.11.23	Tenure	Category	Initial place of posting (can be changed subsequently)
1	Con-04	Media Consultant	E-0	Rs. 40,000/-	30 YR	01	UR-02, OBC-01, SC-01	Delhi/NCR
Total Vacancy							04	

For detailed information regarding eligibility and other requirements, interested candidates may visit ALIMCO website www.alimco.in. The eligible candidates may applying for above position in the Corporation have to create their profile first by clicking on the following link https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment

Last Date of Submission of Online Application Form in the Corporation is 25.11.2023.

The Candidate shall keep in touch with our website for further information in this matter in future. Kindly note that no separate communication will be sent by the Corporation in this regard.

Note:

Number of vacancies indicated above is tentative and may increase or decrease at the absolute discretion of the management.

Manager (Administration)

QUALIFICATION, EXPERIENCE AND JOB SPECIFICATION:

Post Name	:	MEDIA CONSULTANT
Essential Qualifications	:	Graduate in any stream/PG in Marketing, Communications/Arts
Age	:	30 Years maximum as on 01 st Nov, 2023.
Experience	:	Minimum 01 years post qualification experience after passing Graduate in any stream/PG in Marketing, Communications/Arts
Tenure	:	Initially for a period of 01 years which may be extended or curtailed at the sole discretion of the Corporation based on satisfactory performance
Desirable Qualifications/Skills:	:	<p>I. Preference will be given to degree/diploma certificate holder in Public Relations/Journalism/Mass Communication/Media studies</p> <p>II. Proven work experience as a Social Media Executive or similar role.</p> <p>III. Strong understanding of social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.) and their respective best practices.</p> <p>IV. Demonstrable experience leading and managing SEO/SEM, marketing database, email, social media, and/or display advertising campaigns.</p> <p>V. Knowledge of social media analytics tools (e.g., Google Analytics, Facebook Insights) and experience in analyzing and interpreting data.</p> <p>VI. Excellent written and verbal communication skills, with the ability to craft compelling content tailored to different platforms and target audiences.</p> <p>VII. Proficiency in graphic design and video editing software (e.g., Adobe Creative Suite) is a plus. Experience as a graphic designer & video editing or in a related field. Excellent communication skills (in English & Hindi)</p> <p>VIII. Ability to multitask and manage multiple social media accounts and campaigns simultaneously.</p> <p>IX. Strong organizational and time management skills, with the ability to meet deadlines and deliver high-quality work under pressure.</p>
Responsibilities:	:	<ol style="list-style-type: none"> 1. Content Creation: Assist in creating and curating content for various social media platforms, including text, images, videos, and other multimedia content. 2. Leverage all sorts of media including but not limited to social media, internal announcements, fliers, mailers, information booklets, Banners, posters, press releases, and posts on ALIMCO website. 3. Community Engagement: Monitor and engage with the online community, responding to comments and messages in a professional and timely manner. 4. Create press release and manage social media content including to ensure consistent posting and promotion of campaigns, events, and product launches. 5. Develop and implement social media strategies to drive engagement and promote our philanthropic initiatives. 6. Collaborate with the marketing team to create compelling visual and written content for social media platforms. 7. Stay up-to-date with the latest social media trends, tools, and best practices, and identify opportunities for innovation and growth. 8. Any other task as assigned by the Competent Authority.

ABBREVIATIONS: “UR”-Unreserved, “OBC” – Other Backward Class, “SC” - Scheduled Castes,
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.

GENERAL CONDITIONS:

1. The applicant must be Citizen of India.
2. The candidate should not have exceeded the age limit as on **01.11.2023**. The date for reckoning the age, qualification, experience etc. Shall be on **01.11.2023**
3. Teaching experience & Training period will not be counted as experience.
4. Any corrigendum/addendum/errata in respect of this advertisement shall be displayed only on ALIMCO's website www.alimco.in under the head "Recruitment". No further press advertisement will be issued. Hence prospective applicants are advised to regularly visit ALIMCO website www.alimco.in for latest updates with regard to this advertisement.
5. The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
6. Any modifications / amendments in the advertisement will be given on the ALIMCO website only i.e. www.alimco.in and no separate advertisement will be issued.
7. 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.
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 or 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 online submitted 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. 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.
11. If the engaged person does not attend office on any working day, the remuneration would be worked out by applying the following formula:

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

12. 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.
13. 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 corporation rules.
14. 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.
15. 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.

16. 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.
17. 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.
18. 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.
19. 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 Engaged 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. 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 monthly remuneration for post for one month in lieu thereof.

PERIOD OF ENGAGEMENT:

1. The initial engagement for a person as Contractual Fixed Term Employment (FTE) engaged directly by the Corporation would be for a period as mentioned in description, the aforesaid requirements are purely on contract basis for such period, 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.
2. 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.
3. 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.

HOW TO APPLY:

General Instructions to Applicant: -

1. Common Application format has been devised by ALIMCO for all the candidates, Candidates desirous of applying to any position in the corporation have to create their profile first by clicking the following link: https://erp.alimco.in/sap/bc/webdynpro/sap/zhrap_erecruitment
2. The profile can be completed using the above link and feeding all the data asked for and uploading all the documents relating to Age, Caste, and Educational Qualification Experience.
3. Once the profile has been created the posts advertised by ALIMCO shall be appearing in the login of the Candidates.
4. The Candidates should have a unique Mobile Number and valid E-mail id for doing Registration.
5. Before starting the registration process please keep the following Ready for ease of registration:-
 - Photograph (*.jpg,*.bmp.Sizeupto200 KB)
 - Signature(*.jpg, *.bmp.Size upto 200KB)
 - DOB Certificate(*.jpg,*.pdf, Size upto 2MB)
 - Caste Certificate(if applicable)(* .pdf Size upto 2MB)
 - Disability Certificate (If applicable)(* .pdfSizeupto2 MB)
 - Education Certificates (*.pdf, Size upto 1MB)
 - Experience-related Supporting documents(*.pdf,Sizeupto1 MB)
 - Fee Receipt of transaction file (if applicable)(* .pdf,.jpgsizeupto2 MB)
 - Once generated OTP will be sent to an E-mail id provided by the applicant.
 - After submission of OTP, the candidate can complete the registration process.
 - Once the registration process is done, candidate scan enter the Application Form by mentioning their USERID (capital letter) and PASSWORD respectively.
 - After login, a candidate needs to fill in their profile details like Personal Data, Educational Qualification, Work Experience, etc.
 - Before submitting the application form candidate needs to click on the save option. Upon clicking on the save option pop – up screen will open for further process of submission if any error occurred it will be reflected at the top of the page.
 - After saving the application form candidate needs to upload a successful transaction receipt (**if applicable**).
 - At the last of the Application process candidates can choose the post applied.
 - After filling in all the above-required details, candidate needs to click on the “submit your application” option.
 - Once successfully submitted, candidate scan save/print the application form for future reference.
 - Once the profile is completed, the applicant should remember his/her username and password. Whenever the corporation advertises a vacancy, the open vacancies shall be shown at the bottom of the user form.
6. Candidate should note that the ALIMCO will in no case be responsible for rejection of application on account of application being incomplete, whatsoever. The last date submission of the online application **25.11.2023**.

Documents to be Upload as Follows: -

1. SSC/HSC Certificate/Mark Sheet copy (in support of date of birth)
2. Copies of Educational Certificates.
3. Copies of proof of experience.
4. Copy of Latest Caste Certificate – SC.
5. Copy of Caste Certificate OBC (NCL) not issued before 6 months.
