

**The terms and conditions for hiring of “Training & Placement Professional” to assist Training & Placement Cell of PGDM (Business Management) programme on short term contract basis”**

**(a) OBJECTIVE:**

- To work for training /placement and internship including On-Campus Drive, Direct Company Drive for placement of PGDM students at NADP.

**(b) SCOPE OF WORK:**

- Industry – Institute interaction, Internship programs
- Conduct Placement Readiness Program for final year students
- Conducting Aptitude Training, Resume Writing, Soft Skills, Group discussions, Mock HR interviews
- Will assist the Training & Placement Office of NADP
- Any other related work assigned by Competent Authority of NADP

**(c) VACANCY, ESSENTIAL QUALIFICATIONS, MAXIMUM AGE AND PAY SCALES:**

**(i) TRAINING & PLACEMENT PROFESSIONAL:**

**Vacancy:** 01 No

**Tenure:** 02 Year (extendable by another 01 year)

**Age Limit:** The age limit for candidate will be 55 years, preferably in 40s age (As on the Date of Advertisement)

**Qualification:**

Minimum MBA or PGDM and 10 years of experience in the management with at least 5 years in Training & Placement field.

**Note: The criteria may be relaxed if application from candidates are not received as per the above qualifications.**

**(ii) Pay Scales:**

**The Training & Placement Officer shall be paid fixed remuneration Rs 1,00,000/- No DA, Conveyance /Travelling Allowance shall be allowed during the term of contract.**

**(d) TERMS AND CONDITIONS :**

**(i) SELECTION PROCESS:** Selection will be based on qualification and experience and/or performance of the candidate in the interview/interaction session.

**a) SCREENING:** Screening of Applications will be done by a Screening Committee constituted by NADP for that purpose. Candidates are required to fill in the Application Form (*attached with the advertisement*) complete in all respects. Candidates may be shortlisted for Interview. NADP may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

**b) INTERVIEW:**

✚ If required, Personal Interview/interaction will be conducted at NADP premises or at any other place as decided by Competent Authority of NADP. Selection committee will consist at least 04 officers. The chairman of the committee will be GM of NADP with two members of controlling officer rank. Fourth member will be nominated by MIL Corporate office as per the directives of MILHQ vide letter MIL/HR/Consultant-Advisor/2022 Dated:17/11/2022.

✚ The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents.

✚ All such engagements will be recommended by a Selection Committee constituted by the General Manager/NADP. On finalization of selection, approval of competent authority at MILHQ would be obtained.

**c) DECLARATION OF RESULT OF SELECTION:**

- ✚ Only those candidates shortlisted may be called for interview (*physical/virtual*).
- ✚ The names of candidates shortlisted for interviews will be notified on NADP website and call letters will be sent to their respective e-mails.
- ✚ Candidates are requested to print the call letter and comply with the instructions indicated therein.
- ✚ The results of the final selection, either on the basis of qualification and experience and/or interview, will be published only on NADP website.

**(ii) TENURE:**

The tenure of contract engagement on full time basis will be initially for a period of 24 months, which is extendable for another 12 months depending on the performance of the candidate and functional requirement of NADP.

**(iii) AGE LIMIT:** The age limit for candidate will be 55 years, preferably in 40s age (As on the Date of Advertisement).

**(iv) QUALIFICATION & EXPERIENCE:** Qualification and experience commensurate with the job description should be clearly specified in the Application. The candidates are advised to ensure that they meet the qualification, experience and other criteria before forwarding the application.

**(v) DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:**

Date of issuance of final mark sheet shall be taken as the date of acquiring qualification. The work experience shall be in full time job on regular salary basis.

In case of intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.

**(vi) DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:**

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

For Past employment:

- Work Experience Certificate.

The submission of work experience certificate indicating the date of joining, date of relieving, pay last drawn, pay scale with duration and nature of jobs/specific areas of experience/experience in the relevant fields/Projects handled etc., is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience certificate from any of the past employers is not submitted, it may lead to rejection of the candidature. Therefore, candidates are advised to ensure that the experience certificate indicating the date of joining, date of relieving and other details as mentioned above is attached for minimum requisite experience details mentioned in the application form.

For Current employment

- Experience Certificate with all the details mentioned above.

OR

- Offer letter/Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form.

OR

- Offer letter/Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip/identity card issued by employer) where date of joining is clearly mentioned.

AND

- Proof of continuity of present employment – Latest Pay slips for three months.

**NOTE:**

- If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned above to prove the continuity in the job.
- Self-declaration regarding nature of jobs/specific areas of experience/experience in the relevant fields/Projects handled, etc., will not be considered/accepted.
- Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

**(vii) REMUNERATION:**

- Consolidated monthly remuneration will be as per the details given in PAY SCALE **Para c (ii)** mentioned above.
- Payment will be made after Tax deduction at source. TDS certificate shall be issued by the NADP.

**(e) OTHER TERMS AND CONDITIONS:**

1. **The engagement is purely temporary and contractual and on Fixed Term Basis (Short term) and it is not against any permanent vacancy. This engagement will not entitle candidates to claim for regular/permanent employment in the Company.** Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between the Company and the contracted Professionals. They will not be entitled for any benefit /compensation/ absorption/ regularization/permanent employment in the Company except the fixed remuneration.
2. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
3. Personnel engaged will be entitled for 18 days leave per year. 1.5 days leave will be credited for every calendar month of service. Accumulation of leave beyond a calendar year may not be allowed.
4. DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Accommodation at NADP Hostel/Estate may be provided in special cases with the permission of General Manager/NADP on payment of applicable licence fees and other amenity charges and subject to availability. In case of an emergency, facilities in Ordnance Factory Hospital/Dispensaries can be availed.
5. Personnel engaged to follow the timings of factory/unit where he/she is hired on contract basis.
6. TA, DA while on official tour will be paid on case to case basis. In case of retired Govt./CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit

- accommodation in their guest houses. Company units may also provide transportation for local travels during such Official tours.
7. The persons engaged can be assigned additional responsibilities/tasks in addition to their existing responsibilities.
  8. They will work on full time basis and on all working days as applicable or in operation in the Company. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
  9. The performance of the Personnel engaged would be reviewed/monitored, on a half yearly basis, by a duly constituted Committee headed by GM/Sr. GM OF NADP. The 2nd Assessment will be done at the end of the 11th month. In the cases where extension of the engagement of the Personnel engaged is sought, the Committee Assessment Reports (6th & 11th monthly) will be forwarded to Corporate Office, along with the recommendations of NADP.
  10. The engagement will be on full time basis. Unauthorized Absence from duty will result in proportionate reduction in the Consolidated Emoluments.
  11. The Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
  12. The Personnel engaged will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders.
  13. Such personnel will be covered under the Income Tax, Service Tax, Professional Tax, etc. as per the applicable Rules and all such Taxes would be payable by them.
  14. They will not be entitled for the following:  
Promotions; OT Allowance; Loans, Advances & Interest Subsidies; Medical Facilities; Contingency Advance; School Fee Reimbursement; LTC / LTA Facilities; Grant of Study Leave; Sponsorship for Higher Studies; Any other benefits (other than mentioned in SOP) admissible to regular Employees.
  15. The Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
  16. Performance of the Personnel would be assessed on a half yearly basis.
  17. The engagement will be on full time basis. Absence from duty other than on authorized Leave/Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.
  18. Personnel engaged will be allowed TA/DA on Official Tours. Personnel engaged will be allowed for maximum of Economy class flight/ AC 2 tier Train/AC Taxi with approval of Sr. GM/GM of NADP. DA rates admissible

- at the level from which the Personnel engaged superannuated from MIL/ Erstwhile OFB or equivalent level from other Organizations.
19. Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company in case the candidate quits the job before its completion and for losses/damages, if any, caused to Company property, etc.
  20. Personnel Engage should bring vigilance clearance certificate based on last 5 years of service from the parent organization
  21. The engagement can be discontinued or terminated with one month notice or one month salary as the case may be, by either side without assigning any reasons.
  22. Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
  23. The cut-off date for age, qualification and experience will be the date of advertisement.
  24. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
  25. Only full time regular courses will be considered as qualification and all qualifications should be recognized by AICTE/UGC/appropriate Indian Statutory Authorities. Wherever CGPA/ OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
  26. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for interview/appointment. Canvassing in any form will disqualify the candidate.
  27. Candidate will have to bring an original valid Photo ID (Aadhaar Card, etc.) and other original documents for verification at the time of interview/ medical/ joining, if called for.
  28. NADP also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of NADP.
  29. No TA/ DA shall be paid to any candidate for attending interview in NADP.
  30. Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner.
  31. No correspondence will be entertained from the candidates not selected/ interviewed.

32. Candidates should ensure that they fulfil the eligibility criteria prescribed for the post they have applied. In case it is 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 fulfil the criteria, his/her candidature/services are liable for rejection/termination without notice.
33. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on NADP website ([ddpdoo.gov.in/units/NADP](http://ddpdoo.gov.in/units/NADP)) and no separate press coverage shall be done for this purpose.
34. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Nagpur only.
35. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
36. NADP reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
37. All information regarding this recruitment process would be made available in the NADP website ([ddpdoo.gov.in/units/NADP](http://ddpdoo.gov.in/units/NADP)) only. Applicants are advised to check the website periodically for important updates.
38. **The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year.** All future communications with the candidates will take place only through E-mail. Candidates have to ensure accuracy of their E-mail ID & Mobile number. No change in E-mail ID & Mobile number as declared in the application will be allowed. The NADP shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, email address, connectivity/network issues, technical fault or otherwise, beyond the control of the Company. Candidates are advised to keep a close watch on the NADP website ([ddpdoo.gov.in/units/NADP](http://ddpdoo.gov.in/units/NADP)) for latest updates.
39. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
40. For any queries regarding this recruitment please send E-mail to [nadp@ord.gov.in](mailto:nadp@ord.gov.in) or contact at 07104-222734, Mob: 9404548199 on all working days from 09:00 AM to 05:30 PM (*Monday to Friday excluding Govt./Public holidays*).
41. Clarifications/Decisions of the NADP in respect of all matters pertaining to this recruitment would be final and binding on all candidates.



42. Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority of NADP.
43. Exercising of Powers:  
The Personnel engaged can be authorized by the concerned Director/GM/Sr. GM, based on requirements, to raise Note Sheets, coordinate various activities, supervise the work carried out by the employees assigned to work under him. However, he will not have any financial powers.
44. Termination of the Contract engagement:  
The contract engagement will stand automatically terminated on completion of the prescribed tenure/task. The engagement can be terminated even earlier with one month's notice in writing by either side or payment (Consolidated Remuneration) in lieu of the Notice.
45. In case NADP do not get required candidate, Terms and Conditions will be relaxed.

**(f) NADP's DECISION FINAL:**

The decision of General Manager/NADP will be final and binding on the candidates in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and engagement of selected candidates and no query/ correspondence will be entertained in this regard.

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