

The Terms and Conditions for engagement of “Consultant” (i-GOT) on short term contract basis”

(a) JOB DESCRIPTION:

Highly skilled and experienced eLearning Consultant to oversee the development of our eLearning courses. The consultant will work closely with our team of developers and subject matter experts (SMEs) to ensure the delivery of high-quality courses that meet prescribed quality frameworks. The consultant will also liaise with NADP management and iGoT backend professionals.

(b) SCOPE OF WORK:

- Overall Coordination to collaborate with subject matter experts and instructional designers to understand training objectives and requirements.
- To provide expert advice in developing engaging and interactive digital content, including videos, animations, infographics, audio clips, and interactive presentations.
- To provide guidance in writing clear and concise scripts and storyboards for multimedia content, ensuring alignment with instructional goals and target audience.
- To provide guidance in utilizing industry-standard software and tools to create and edit multimedia content, such as video editing software, graphic design tools, and e-learning authoring software.
- To provide expert advice in incorporation visual and auditory elements to enhance content effectiveness and learner engagement.
- To ensure that all content created for i-GOT adheres to the i-GOT content framework standard and guidelines.
- To ensure that all content created adheres to copyright regulations and intellectual property guidelines.
- To take the responsibility to conduct thorough quality checks and revisions to ensure accuracy, clarity, and consistency of content.
- Stay updated on emerging trends and best practices in digital content creation, multimedia design, and e-learning technologies.
- To collaborate effectively with cross-functional teams, including instructional designers, graphic designers, and multimedia specialists.

- To ensure for meeting the project deadlines and milestones while maintaining a high standard of work quality.
- Oversee the entire eLearning course development process, from content creation to publication on the iGoT LMS.
- Collaborate with SMEs to develop course overviews, storyboards, and versions (Alpha, Beta, Gold).
- Ensure courses are developed using tools such as Articulate 360, OBS, Active Presenter, and Canva.
- Review and refine content to ensure it meets quality standards.
- Utilize AI tools like Copilot and Perplexity to enhance content creation.
- Coordinate with NADP management and iGoT backend professionals to ensure seamless course delivery.

(c) VACANCY, ESSENTIAL QUALIFICATIONS, MAXIMUM AGE AND REMUNERATION:

CONSULTANT (i-GOT): _____

Vacancy: 01 Nos.

Tenure: 02 Years (extendable by another 1 year)

Maximum Age: Min. 40 Years, Max. 63Years (As on the date of Advertisement)

QUALIFICATIONS AND EXPERIENCE:

- **Educational Qualification :- Professional Degree in any discipline OR Post Graduation in any field**
- **Experience:- Min. 10 Years Professional Experience at Managerial Level**
- **Desirable Experience :-**
 - Proven experience in e-Learning content creation.
 - Hands-on experience with e-Learning development tools (Articulate 360, OBS, Active Presenter, Canva etc).
 - Strong knowledge of MS Office.
 - Excellent communication and collaboration skills.
 - Ability to manage multiple projects and meet deadlines.
 - Experience working with government or educational institutions.
 - Familiarity with iGoT LMS and its backend processes.

REMUNERATION:

- The Consolidated Remuneration is Rs. 1,30,000 per month (Fixed).

(d) TERMS AND CONDITIONS FOR ENGAGEMENT OF “CONSULTANT” ON SHORT TERM CONTRACT BASIS:

- (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 Principal Director, 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:**
- Personal Interview/interaction will be conducted at NADP premises or at any other place as decided by Competent Authority of NADP. If required, candidates may require to deliver a demonstration of his skills pertaining to e-content development consultancy. Selection committee will consist of at least 04 officers. The Chairman of the committee will be PD/NADP with two members of Controlling Officers' 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. On finalization of selection, approval of competent authority at MILHQ would be obtained.
- **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 will be published only on NADP website.

(ii) TENURE:

The appointment shall be initially for a period of 02 years (extendable by another 01 year). Further extension may also be given with mutual consent subject to approval from MILCO.

(iii) 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.

(iv) 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.

(v) 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.

(vi) REMUNERATION:

- Consolidated monthly remuneration will be as per the details given in Remuneration para 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 Short Term Basis and it is not against any permanent vacancy. The appointed person shall have no claim of appointment/ absorption in Munitions India Limited. 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 30 days leave per year. 2.5 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 Principal Director/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 has to follow the timings of NADP.
6. The persons engaged can be assigned additional responsibilities/tasks in addition to their existing responsibilities.

7. 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.
8. The performance of the Personnel engaged would be reviewed/monitored, on a half yearly basis, by a duly constituted Committee headed by PD/ NADP. In the cases where extension of the engagement of the Personnel engaged is sought, the Committee Assessment Reports will be forwarded to Corporate Office, along with the recommendations of NADP.
9. This contract placement does not confer any right for future appointment.
10. The Personnel engaged will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders.
11. 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.
12. They will not be entitled for the following:
 - Seniority/Promotions;
 - OT Allowance
 - Loans, Advances & Interest Subsidies;
 - Medical Allowance/ 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.

13. The Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme. No claims for any service benefits like PF, Pension, Gratuity, Medical Allowance, Medical Benefits, Seniority, Promotion etc., will be admissible.
14. 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.
15. Absence beyond a period of 15 days without permission of the Competent Authority will amount to voluntary abandonment of engagement and automatic termination.

16. 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 PD/ NADP. DA rates as admissible for level 14.
17. 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.
18. The engagement can be discontinued or terminated with one month notice or one-month remuneration as the case may be, by either side without assigning any reasons.
19. The contract is liable to be terminated at any time with a one-month notice during tenure period, if any misconduct is noticed.
20. Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
21. The cut-off date for age, qualification and experience will be the date of advertisement.
22. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
23. 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.

24. 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.
25. 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.
26. 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.
27. No TA/ DA shall be paid to any candidate for attending interview in NADP.
28. Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner.
29. No correspondence will be entertained from the candidates not selected/ interviewed.

30. Candidates should ensure that they fulfill 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 fulfill the criteria, his/her candidature/services are liable for rejection/ termination without notice.
31. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on NADP website (<https://nadp.ac.in/>) and no separate press coverage shall be done for this purpose.
32. All disputes/cases related to this recruitment process are subject to jurisdiction of courts at Nagpur only.
33. 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.
34. NADP reserves the right to relax the qualifying criteria if sufficient number of applications are not received.
35. All information regarding this recruitment process would be made available in the NADP website (<https://nadp.ac.in/>) only. Applicants are advised to check the website periodically for important updates.
36. **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 (<https://nadp.ac.in/>) for latest updates.

37. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, if applicable, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
38. For any queries regarding this recruitment, please send E-mail to 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*).
39. Clarifications/Decisions of the NADP in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
40. Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority of NADP.

41. Exercising of Powers:

The Personnel engaged can be authorized by the concerned PD/NADP, based on requirements, to raise Note Sheets, co-ordinate various activities, supervise the work carried out by the employees assigned to work under him. However, he will not have any financial powers.

42. On Selection, **a candidate has to submit unambiguous acceptance to all terms & conditions** as laid out in the offer letter for appointment on Contract basis.

43. 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.

(f) NADP's DECISION FINAL:

The decision of Principal Director/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.
