

**ENGAGEMENT OF INSTRUCTIONAL DESIGNER,
ON FIXED TERM CONTRACT BASIS
TERMS AND CONDITIONS**

National Academy of Defence Production (NADP) is seeking to hire ONE (01) 'Instructional Designer'. The incumbent will be responsible for developing engaging and high-quality digital content for our training courses.

Key Responsibilities of Instructional Designer:

- Collaborate with subject matter experts (SMEs), and other stakeholders to analyze learning needs and goals.
- Design and develop innovative, interactive, and engaging e-learning content aligned with learning objectives.
- Create storyboards, scripts, and multimedia elements (graphics, audio, video) for online courses.
- Incorporate instructional strategies, techniques, and adult learning theories to ensure effective knowledge transfer.
- Utilize e-learning authoring tools to build engaging modules, courses, and assessments.
- Apply best practices in user experience (UX) design to ensure content accessibility and user-friendliness.
- Conduct quality assurance checks to ensure content accuracy, functionality, and interactivity.
- Revise and update existing e-learning content to reflect changes in information or technology.
- Collaborate with multimedia professionals, graphic designers, and developers to enhance content visuals and interactivity.
- Stay updated on emerging trends, tools, and technologies in e-learning and instructional design.
- Participate in instructional design team meetings and contribute to the continuous improvement of design processes.

1. SELECTION PROCESS: Selection will be based on qualification and experience and/or performance of the candidate in the interview/interaction session. Selection of the candidates would be done through Interview/Interaction. Suitable candidates from among the applicants would be shortlisted and called for the interview by NADP Ambajhari, which would be conducted by a duly constituted Selection Committee.

a) **SCREENING:** Screening of Applications will be done by a Screening Committee constituted by NADP for that purpose and submit the report as per the eligibility criteria norms laid down to ascertain whether the candidates meet the eligibility criteria prescribed in the Notification / Advertisement or not and prepare a list of short-listed candidates. 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:**

- After screening of applications, all the candidates meeting the required educational qualification, work experience and other criteria of the Terms and Conditions will be called for Interview and Document Verification.
- In case of receipt of more number of applications meeting eligibility criteria, NADP may adopt higher criteria for shortlisting candidates for interview.
- Personal Interview/interaction will be conducted at NADP premises or at any other place as decided by Competent Authority of NADP.
- 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.
- Offer of Engagement will be issued by PD/NADP based on recommendation of selection committee.

c) All such engagements will be recommended by a Selection Board constituted by the Principal Director/NADP.

d) **DECLARATION OF RESULT OF SELECTION:**

- Only those candidates shortlisted may be called for interview (*physically*).
- 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.

2. TENURE:

The tenure of contract engagement on full time basis will be initially for a period of 01 year, which is extendable for another 01 year depending on the performance of the candidate and functional requirement of NADP.

3. AGE LIMIT :

Below 35 Yrs. (As on the Date of Advertisement)

Age Relaxation and other Concessions will be applicable to candidates belonging to SC/ST/OBC-NCL etc., as per the Reservation Rules.

4. PERIOD OF ENGAGEMENT:

- i. The Personnel engaged would be engaged for an initial period of up to 01 year or specific Jobs / Projects / Programmes / Tasks duration, at the first instance. The Performance in terms of his Specific Role, Charter of Duties, Responsibilities etc., will be monitored periodically and extension, if required, would be granted provided the performance is found to be satisfactory.
- ii. He would be reporting to a designated regular Officer in NADP Ambajhari Nagpur.
- iii. The performance of the Personnel engaged would be reviewed / monitored, on a half yearly basis, by a duly constituted Committee headed by the respective GM/Sr. GM. The 2nd Assessment will be done at the end of the 11th month.
- iv. 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 MILCO, along with the recommendations of the NADP Ambajhari Nagpur.
- v. The engagement will be on full time basis. Unauthorized Absence from duty will result in proportionate reduction in the Consolidated Emoluments.

5. 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. The details are as follows;

FOR INSTRUCTIONAL DESIGNER:

- Bachelor's or Master's degree in Instructional Design, Educational Technology, or a related field.
- Proven experience in instructional design and e-learning content development.

- Proficiency in e-learning authoring tools (Articulate Storyline, Adobe Captivate, etc.).
- Strong understanding of adult learning principles and pedagogical techniques.
- Excellent written and verbal communication skills.
- Ability to collaborate effectively with subject matter experts and cross-functional teams.
- Experience in creating engaging multimedia content (audio, video, graphics) is a plus.
- Familiarity with learning management systems (LMS) and SCORM/AICC standards.
- Knowledge of accessibility standards (WCAG) and universal design principles.
- Strong project management and organizational skills.
- Detail-oriented and committed to producing high-quality deliverables.
- Creative problem-solving abilities and a proactive attitude.
- Portfolio showcasing previous e-learning content design projects is preferred.

The candidates are requested to submit the following documents:

- Updated resume highlighting relevant experience and qualifications.
- Portfolio showcasing examples of digital content created for training courses.
- A brief cover letter outlining your interest in the position and your suitability for the role.
- Note: Shortlisted candidates may be required to complete a content creation task as part of the selection process.

6. DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

6.1. 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, after acquiring prescribed minimum essential educational qualification.

6.2. 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.

7. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

7.1. For Past employment:

7.1.1. 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.

7.2. For Current employment

7.2.1. Experience Certificate with all the details mentioned above.

OR

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

OR

7.2.3. 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

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

NOTE:

(i) If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl. No. 7.2.2, 7.2.3 & 7.2.4 to prove the continuity in the job.

(ii) Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled, etc., will not be considered / accepted.

(ii) Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.

8. REMUNERATION:

- I. The Personnel engaged would be paid Basic Pay + IDA. The minimum Basic Pay will Rs. 25000/- + IDA (as per prevalent rate will be applicable) for personnel having experience in the relevant field up to 05 years. For every additional 05 Years' experience in the relevant field the Basic Pay will be increased by 10% maximum upto 40%. The table showing the details of Basic Pay and experience in the relevant filed is appended below:

| SI. No. | Experience in relevant filed | Basic Pay (Rs.) |
|---------|-----------------------------------|-----------------|
| 1. | Experience up to 05 Years | Rs. 25000/- |
| 2. | Experience between 05 to 10 Years | Rs 27500/- |
| 3. | Experience between 10 to 15 Years | Rs. 30250/- |
| 4. | Experience between 15 to 20 Years | Rs. 33275/- |
| 5. | Experience more than 20 Years | Rs. 36602/- |

- II. Personnel engaged will be eligible for EPF and Employee Compensation act as per government guidelines.
- III. Personnel engaged on fixed term basis are eligible to Bonus (If applicable) as per Bonus Act 1965 amended time to time.
- IV. House Rent Allowance as per classification of Cities (when Company Quarter is not Available)
Note: In case of availability of Company Quarters, priority should be given for allotment of Quarters.
- V. Payment will be made after Tax deduction at source. TDS certificate shall be issued by the NADP.

9. OTHER BENEFITS AND TERMS AND CONDITIONS

- i. Personnel engaged will be entitled for **30 days** Leave per year. 2.5 days of Leave will be credited, for every calendar month of service. Leave can be accumulated by the Personnel during their tenure up to 30 days and can be encashed after completion of one year. For the last month of Service prior to separation/ completion of Tenure, the Leave of 2.5 days pertaining to the last month of Service will be credited on the 15th day of that month.
- ii. Personnel Engaged cannot take more than 3 days leave in a month and cannot take continuously more than 3 days leave at a stretch except on medical ground. Under special circumstance Principal Director can give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.

- III. These personnel will not be entitled for any other medical benefits in any of the Ordnance Factory Hospitals & Dispensaries or elsewhere. In case of an emergency, facilities in Ordnance Factory Hospitals / Dispensaries can be availed.
- IV. They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- V. Personnel Engaged to follow the timing of NADP.
- VI. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- VII. The Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- VIII. The Personnel engaged will abide by various Company/Factory Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders.
- IX. 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.
- X. Reservation will be applicable as per Govt. of India extant rules.
- XI. They will be eligible for Company Quarters, wherever available. License fee for Quarters will be deducted at the rates as applicable to regular Employee.
- XII. They will not be entitled for the following:
 - a) Promotions;
 - b) OT Allowance
 - c) Loans, Advances & Interest Subsidies;
 - d) Medical Facilities;
 - e) Contingency Advance;
 - f) School Fee Reimbursement;
 - g) LTC / LTA Facilities;
 - h) Grant of Study Leave;
 - i) Sponsorship for Higher Studies;
 - j) Any other benefits (other than mentioned in SOP) admissible to regular Employees.
- XIII. The Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- XIV. Performance of the Personnel would be assessed on a half yearly basis.
- XV. 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.
- XVI. 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 Principal Director of NADP. DA rates admissible at the level 10 or central government employee.

- XVII. 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.
- XVIII. 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.
- XIX. The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- XX. The persons engaged can be assigned additional responsibilities /tasks in addition to their existing responsibilities.
- XXI. 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.
- XXII. 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.
- XXIII. Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- XXIV. The cut-off date for age, qualification and experience will be the date of advertisement.
- XXV. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- XXVI. 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.
- XXVII. 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.

- XXVIII. 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.
- XXIX. 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.
- XXX. No TA/ DA shall be paid to any candidate for attending interview in NADP.
- XXXI. Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner.
- XXXII. No correspondence will be entertained from the candidates not selected/ interviewed.
- XXXIII. 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.
- XXXIV. Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on NADP website and no separate press coverage shall be done for this purpose.
- XXXV. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Nagpur only.
- XXXVI. 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.
- XXXVII. NADP reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- XXXVIII. All information regarding this recruitment process would be made available in the NADP website only. Applicants are advised to check the website periodically for important updates.
- XXXIX. 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) for latest updates.
- XL. 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.

- XLI. 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).
- XLII. Clarifications/Decisions of the NADP in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- XLIII. Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority of NADP.

10. 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.

11. LAST DATE FOR RECEIPT OF APPLICATION AT THE CORRESPONDENCE ADDRESS AT NADP HQ: 15 days from the opening date of publication of advertisement in employment news as well as NCS Portal.

12. EXERCISING OF POWERS:

The Personnel engaged can be authorized by the Principal Director of 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.

13. 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.
