

Terms and Conditions for Hiring Of “Library & Information Assistant, on Short Term Contract Basis”

(a) OBJECTIVE:

- To develop facilities as per AICTE norms such as creation of Digital Library with multimedia facilities, reprographic facility, processing of library books as per standard classification and cataloguing system, library automation software including barcoding, etc.
- Listing of books/ titles/ journals and volumes available/ purchased for the library and online National/ International Journals subscribed.
- He/She is required to possess knowledge/expertise necessary for setup, maintenance and development of library facilities to set-up e-library facilities and be conversant with working of latest Library Management Software's and Developing Library Network.

(b) SCOPE OF WORK:

- Indenting books/periodicals from publishers. Organizing book/Magazine displays.
- Coordinate community programs that increase library awareness while evaluating inventory needs for new technologies within their local system.
- Assist patrons with finding reference materials and leisure reading materials when asked.
- Maintain library inventory and conduct periodic audits of the information on file.
- Help patrons navigate the electronic records and periodicals.
- Teach patrons how to use the electronic database and its functions.
- Manage the acquisitions of new materials.
- Attending to inter-library loan services.
- Any other work assigned by Competent Authority of NADP

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

(i) Library & Information Assistant:

Vacancy: 1 No

Tenure: 2 Years

Maximum Age: Not exceeding 45 years. (The crucial date for determining the age limit shall be the closing date for receipt of applications)

Qualification:

Essential:

- a. Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute.
- b. 5 years' professional experience in a Library under Central/State Government/ Autonomous or Statutory organization/ PSU/ University or Recognised Research or Educational Institution.

Desirable: Diploma in Computer Application from a recognized University or Institute.

Note: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified for reasons to be recorded.

(d) TERMS AND CONDITIONS FOR HIRING OF “LIBRARY & INFORMATION ASSISTANT, 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.

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:

🚩 Personal Interview will be conducted at NADP premises or at any other place as decided by Competent Authority of NADP.

🚩 Candidate will be called for interview in the ratio of 1:3 in the order of merit. If no candidate is found suitable, next batch of candidates (03 Nos.) will be called for interview.

🚩 The offer of engagement shall be issued to the suitable candidates in the order of merit.

c) All such engagement(s) will be recommended by a Selection Board constituted by the Principal Director/NADP to MILHQ for approval

d) 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 2 years.

- (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, after acquiring prescribed minimum essential educational qualification.

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.

Period of apprenticeship under Apprenticeship Act shall also be considered for the purpose of ascertaining required number of years of post-qualification 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:

- 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 field is appended below:

SI. No.	Experience in relevant field	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/-

- Personnel engaged will be eligible for EPF and Employee Compensation act as per government guidelines.
- Personnel engaged on fixed term basis are eligible to Bonus (If applicable) as per Bonus Act 1965 amended time to time.
- 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.
- 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 Academy.** 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. The persons engaged can be assigned additional responsibilities /tasks in addition to their existing responsibilities.

4. They will work on full time basis and on all working days as applicable. They may also be required to work beyond the normal working hours and on holidays too, in case of functional requirements.
5. 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.
6. Those presently working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
7. The cut-off date for age, qualification and experience will be the date of advertisement.
8. Only 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.
9. 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.
10. Candidate will have to bring an original valid Photo ID (Aadhaar Card, etc.) and other original documents issued by Government authority for verification at the time of interview/ medical/ joining, if called for.
11. 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.
12. No TA/ DA shall be paid to any candidate for attending interview in NADP.
13. Engagement of the selected candidate will be subject to submission of medical fitness by a Certified Medical Practitioner.
14. No correspondence will be entertained from the candidates not selected/ interviewed.
15. 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.
16. 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.
17. 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 circumstances, PD/HoD can give relaxation in this leave pattern subject to total leave not exceeding 30 days in a year.

18. He/she would be engaged for an initial period of up to 2 years or specific Jobs / Projects / Programmers / 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.
19. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
20. He would be reporting to a designated regular Officer in the Factory/Unit/MILCO.
21. The performance of the Personnel engaged would be reviewed/monitored, on a half yearly basis, by a duly constituted Committee headed by the respective PD/HoD.
22. 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 the respective factory/unit.
23. The engagement will be on fulltime basis. Unauthorized Absence from duty will result in proportionate reduction in the Consolidated Emoluments.
24. 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.
25. All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Nagpur only.
26. 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.
27. NADP reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
28. 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.
29. **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.
30. 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.
31. For any queries regarding this recruitment please send E-mail to nadp@ord.gov.in or contact at 07104-222734, on all working days from 09:00 AM to 05:30 PM (*Monday to Friday excluding Govt./Public holidays*).

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

(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.

(g) Last date for receipt of Application at the Correspondence address at NADP: 21 days from the opening date of publication of advertisement in employment news.