



National Productivity Council

Training Programme on Recruitment Rules and Reservation in Services for Government Organisations PROGRAMME CODE: (T2425GUW01)

27-31 May, 2024 (Leh, Ladakh)



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The implementation of the 7th CPC recommendations has brought in several changes in the basic Establishment Rules. As Government systems of personnel administration continue to focus largely on these rules and procedures, it is very important that the person handling such issues related to the Establishment are trained to handle the scenario. Recruitment is one such major function which requires utmost attention and needs to be handled cautiously. Every recruitment process in any organization is governed by certain rules. For government organizations, the Establishment Rules governing the recruitment process need to be strictly adhered to. Reservation in services as per statute needs to be followed strictly and any noncompliance may lead to complications or even litigations.

3. LEARNING OBJECTIVES

This training program shall focus of the rules governing Recruitment and Reservation in services in government organizations. During the training, the sessions shall primarily focus on giving hands-on training to the participants through theoretical sessions, group exercises, workshops etc. to make the participants understand the various aspects of recruitment and reservation rules.

4. BROAD PROGRAMME COVERAGE

The Training program shall tentatively cover the following aspects:

- ❖ Rules Governing Recruitment and Appointment: Classification and creation of posts, Framing and amendment of Recruitment Rules, Methods of Appointment-Promotion, Direct Recruitment, Deputation, Absorption, Re-employment, Compassionate Appointment etc.
- ❖ Probation Confirmation Seniority, Promotion, Lien: Salient features, various Rules/guidelines/ instructions of DOPT, Orders of the Hon'ble Supreme Court of India etc
- ❖ Reservation in Services: Definitions of SC, ST, OBC, Effects of conversion, migration etc., Reservation Policy in DR/Promotion, Relaxation & Concessions, Concept of de-reservation & carry forward, Role & function of National Commissions, Role & function of Liaison Officers, EWS criteria, Preparation of Rosters, Reservation for Ex-Servicemen/Meritorious Sportspersons

5. METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

All employees across middle & Senior management levels (Non-IT Professionals) working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

7. FACULTY

The faculty for the training programme may comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	T2425G UW01	
Program Venue	Leh, Ladakh	
Programme Fee	Residential Participants ₹ 60,000/- + 18% GST	Non-Residential Participants ₹ 44,000/- + 18% GST
For Residential Participants	Check-in at hotel - <i>12 noon onwards on 27th May, 2024</i> Check-out from Hotel – <i>Before 11 am on 31st May, 2024</i>	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

Online Payment Details:

Bank Name : State Bank of India
Branch : New Guwahati
Bank A/c No : 39754600161
IFS Code : SBIN0000221
PAN No : AAATN0402F
GST No : 18AAATN0402F1Z5

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.



HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Shri Manoj Kumar Verma,
Director, National Productivity Council
2nd Floor Minakshi Bhawan, Rajgarh Road,
Guwahati – 781 007, Assam
Email Id: mk.verma@npcindia.gov.in ;
guwahati@npcindia.gov.in
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NATIONAL PRODUCTIVITY COUNCIL
Regional Directorate, Guwahati

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Recruitment Rules and Reservation in Services for Govt. Organizations**

Programme Code: **T2425G UW01**

Programme Duration: **27-31 May, 2024**

Venue/ Location: **Leh, Ladakh**

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted

OR

Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) _____
Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

10. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.