

TRAINING PROGRAM

RECRUITMENT RULES AND RESERVATION IN SERVICES FOR GOVERNMENT ORGANISATIONS

GUWAHATI

PROGRAM CODE :- TP/22-23/47

19TH - 23RD SEP 2022



1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations 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 PROGRAM 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 senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

8. PROGRAMME FEE & VENUE

Programme Code	<u>TP/22-23/47</u>	
Program Venue	Guwahati	
Programme Fee	<u>Residential Participants</u> ₹ 55,000/- + 18% GST	<u>Non-Residential Participants</u> ₹ 30500/- + 18% GST
For Residential Participants	Check-in at the hotel: 12 noon onwards on 19 th September 2022 Check-out from Hotel: Before 11 am on 23 rd September 2022	

9. PAYMENT DETAILS

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

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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 are 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.

NPC shall offer a 10% discount on the programme fee to organizations sponsoring 3-5 participants and a 15% discount on the programme fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

Please apply in the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator

National Productivity Council

5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Last date for Receiving nominations: 05.09.2022

11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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 for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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 arrangements 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 the 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the 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.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

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