



**CEPTAM**  
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# NATIONAL WORKSHOP

ON

**Tal enT acqUisITion, ReTenTion & caReeR PRogReSSion foR  
Technical Personnel in r&D organizaTions -  
Present Practices & Future Challenges.**

**Organized by Centre for Personnel Talent Management (CEPTAM),  
DRDO, Metcalfe House, Delhi-110054, March 20-21, 2012.**

**Email:** [ejournal@ceptam.drdo.in](mailto:ejournal@ceptam.drdo.in), [drona@peace.deldom](mailto:drona@peace.deldom) (for DRDO participants only)

**Telephone Nos:** 011-23882307, 011-23819217. **Fax No. :**011-23810287

## Organizing Committee

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## Introduction:

India has got one of the largest scientific manpower in the world. It is a herculean task to utilize vast pool of talented scientific manpower fruitfully to uplift the living standard of Indian populace and to acquire the status of developed nation scientifically, technically and economically. Centre for Personnel Talent Management (CEPTAM) has been entrusted with the responsibilities of Recruitment and Assessment of technical manpower for DRDO. The selection of personnel with right attribute is a challenging task considering the specific jobs required for various developmental projects in different scientific fields, Similarly, it is tough task to promote the right technical personnel to shoulder the higher responsibility and provide efficient support in the projects. We feel that other organizations may also be facing these type of challenges. Hence, it is appropriate that various stake holders should come on a common platform through this workshop to discuss the best possible processes for recruitment, retention and career progression of technical personnel in S&T organisations.

## Objectives of Workshop:

The main objective of the workshop is to trigger the discussion about the various rules, procedures and processes which have been followed by various S&T organisations of India for recruitment, promotion/assessment of technical staff of the level of Technician, Technical Assistant, Sr. Technical Assistant, Technical Officers with qualifications starting from ITI certificate to diploma in Engg./BSc. etc. During the workshop various challenges being faced by these organisations would be deliberated upon to ascertain the best practices. The work shop will provide an opportunity for various HR coordinators of S&T organisations to penetrate through the HR development processes of technical personnel and finalize a plan which is best suited for their organizations.

## Targeted Participants:

All middle level executives who are directly or indirectly involved in the HR development of technical personnel in S&T organizations and industries, having technical personnel, also academicians researching in the subject. These may be HR planners involved in HR policy development of the organisation or HR professionals involved in implementation of HR policies

## Format of the workshop:

There will be invited talks on various aspects related to the theme of workshop. Few contributed talks from leading practitioners will also be welcomed. Invited talk will be of 45 minutes while contributed talk will be for 30 minutes. All these talks will be published in the form of workshop compendium.

## **Manuscript Submission**

The suggested topics are given in Appendix 'A'. Manuscript may be prepared as per Appendix 'B'. Manuscript may be submitted through e-mail as attached file of Microsoft Word (Version 2003 or 2007.). The last date for manuscript submission is 16 Jan 2012.

## **Fee & Registration:**

Nominal fee of Rs.2000/- in the form of demand draft Payable to:- **Convener TMW, Payable at SBI, Metcalfe House, Delhi- 110054** is fixed for the workshop. DRDO Participants are exempted from registration fee.

## **Accommodation:**

Limited accommodation is available which will be provided on first come first served basis on payment basis.

## **Contact Address**

Centre For Personnel Talent Management (CEPTAM)  
Defence Research & Development Organisation (DRDO)  
Metcalfe House, Civil Lines, Delhi- 110054.

**Ph No:-** 011-23810276

**Fax:-** 011-23819217

**E mail:-** [ejournal@ceptam.drdo.in](mailto:ejournal@ceptam.drdo.in)

[drona@peace.deldom](mailto:drona@peace.deldom) ( for DRDO participants only)

For further enquiries following persons can be contacted

## **Convener**

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011-23819217

## **Secretary**

Dr. A.K. Gupta, Sc 'F' 011-23882308

## **Manuscript Submission**

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## **For Accommodation**

Sh. R.P. Singh, Sc 'E' 011-23882310

## **Topics of Workshop**

### **1. Talent acquisition/Recruitment**

- (i) Various screening processes
- (ii) Selection processes
- (iii) Rules & regulations of recruitment

### **2. Talent Retention**

- (i) Training/skill up-gradation
- (ii) Working culture/environment
- (iii) Transparency in Annual Performance Appraisal Report (A-PAR)
- (iv) Awards

### **3. Career Progression & Succession Planning**

- (i) Rules & regulation of assessment
- (ii) Methodologies
- (iii) Improvement/Changes
- (iv) Spotting the talent for further higher/different roles

Any other relevant topics related to the theme of workshop.

## Registration Form

### ***WORKSHOP ON***

**Talent Acquisition, Retention & Career Progression for Technical Personnel in R&D Organizations.**

**'Present Practices & Future challenges'**

**Organized by CEPTAM, DRDO, DELHI**

**March 20-21, 2012.**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Telephone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Academic Qualification: \_\_\_\_\_

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Specialization: \_\_\_\_\_

\_\_\_\_\_

Experience in years: \_\_\_\_\_

Demand Draft Particulars Rs. \_\_\_\_\_

No. \_\_\_\_\_

Bank \_\_\_\_\_

Signature of the Applicant

Name:

Date:

**Note:-** Demand Draft should be in favour of **Convener TMW, Payable at SBI, Metcalfe House, Delhi- 110054**

## **Instruction for Preparing Manuscript**

### **1. General:**

Font :- Times New Roman, 12 Point size  
(Unless mentioned otherwise)

Gap :- One Line (Corresponding to Font size of 12.)

Paragraph: - One gap between two paragraph

Tables & Figs. To be labeled properly.

**2. Title** :- 16 point size, bold & Center.

**3. Author Name**: - Leave one gap after title & give all author names.

**4. Address**: - Leave one gap after name of authors. Give Address, Phone Number & E-mail address of all the authors in the same order as that of names.

**5. Abstract**: - Leave one gap after addresses.

Heading- 12 point size, capital letter, Bold and Center.

Text of contents – 12 point size

**6. Introduction**: - Same as 5 above.

**7. Main contents**: - All heading and text as per 5 above.

**8. Conclusion**: - Same As 5 above.

**9. Acknowledgement**: - Same As 5 above

**10. References**: - Same As 5 above.

- **For a book**: authors (last name first, then initials), [book title], publisher, city, page or chapter numbers (year).
- **For a journal paper**: Authors(last name first, then initials), "paper title" (in quotes), journal abbreviation, volume number (issue), page numbers (year).

# **Title of Research Manuscript**

**Name of First Author, Name of Second Author, .....**

1. Address of 1<sup>st</sup> Author, Ph no., Email

2. Address of 2<sup>nd</sup> Author, Ph. No. , Email

## **ABSTRACT**

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## **INTRODUCTION**

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**MAIN CONTENTS:** Various Headings & Text of main contents with gap between Headings / Paragraph

## **CONCLUSION**

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## **ACKNOWLEDGEMENT**

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## **REFERENCES**