

म्यूनिशंस इंडिया लिमिटेड
भारत सरकार का उद्यम
रक्षा मंत्रालय



MUNITIONS INDIA LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

ADVERTISEMENT FOR ENGAGEMENT OF PROFESSIONALS
ON FIXED TERM CONTRACT BASIS
(ADVT. NO. MIL/01/2022)

Munitions India Limited (MIL), is a Defence Public Sector Undertaking under Ministry of Defence, Government of India, with Corporate HQ at Pune. It was incorporated on 17.08.2021, formed by transferring 12 production units and 3 non production units of erstwhile Ordnance Factory Board units. MIL possess vast core competency, resources, strength and expertise in manufacturing ammunition and explosives and is the market leader in this segment in the country.

Correspondence Address: Munitions India Limited, 2nd Floor, Nyati Unitree,
Nagar Road, Yerwada, Pune-411006.

Registered Office: Ammunition Factory, Khadki, Pune, Maharashtra – 411 003.
Phone No. 020-67080400 E-mail: (careers@munitionsindia.co.in)

MIL is looking for experienced professionals for the following positions on fixed term contract basis, who wish to pursue their career in the Company.

Interested candidates may download the prescribed form from MIL website munitionsindia.co.in and submit the same in Hard Copy through speed post/courier service to Director (HR), Munitions India Limited, 2nd Floor, Nyati Unitree, Near Gunjan Theatre, Nagar Road, Yerwada, Pune – 4110 06. The last date of receipt of Application at MIL is 15 days from the opening date of publication of advertisement in employment news. In addition to hard copy of the application sent by speed post/courier, an advance scanned copy of the application form along with enclosures may be sent by email to careers@munitionsindia.co.in.

1. HR Consultant

Sl. No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 64 Yrs. (As On the Date Of Advertisement)
3	Qualifications	Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential. OR MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU. PG Diploma in Social Welfare is desirable (IISW,Cal).

4	Experience	Minimum 20 years in CPSE/DPSU.
5	Nature of responsibilities	Detailed terms, qualification, experience, job specification, skills required for the post are attached as Annexure - A
6	Tenure	24 Months (extendable by another 12 Months).
7	Remuneration:	Rs. 1,00,000/- (All inclusive) per month.

2. Company Secretary

Sl. No.	Particulars	Details
1	No. of Positions	01
2	Maximum Age	Below 64 Yrs. (As On the Date Of Advertisement)
3	Qualifications	i. Qualified Company Secretary having Associate/Fellow membership of the ICSI Institute. ii. LLB/CA (preferable). iii. Preference to candidates with PSU background.
4	Experience	Please refer detailed advt. attached as Annexure -A
5	Nature of responsibilities	Detailed terms, qualifications, experience, job specification, skills required for the post are attached as Annexure -A.
6	Tenure	24 Months (extendable by another 12 Months).
7	Remuneration:	Rs. 85,000- (All inclusive) per month.

**Detailed terms, qualification, experience, job specification,
skills required for the post**

1. Name of the Post: HR Consultant

(Location - Company Headquarter, Pune, Maharashtra)

Tenure – **24 Months (extendable by another 12 Months).**

Number of vacancies – 01 (UR)

Qualification: Degree in any discipline with PG Diploma in Personnel Management/Labour Welfare/Industrial Relations/ Management/ Behavioural Science/Training & Development /HRD/ HRM/Organisational Development from a Recognized/ reputed University/ Institution approved by AICTE with 1st Division or equivalent CGPA is essential.

OR

MBA with specialization in PM/IR/HRD/HRM (Duration of not less than 2 years) including MBA awarded by IGNOU.

PG Diploma in Social Welfare (IISW, Cal) is desirable.

Experience – minimum 20 years in CPSE/DPSU – as on the date of advertisement.

Must be either working or retired in E9 pay scale (150000-300000) in HR Division in CPSE/DPSU or retired as Director/HR in CPSE/DPSU.

The incumbent should have a wide exposure to industrial environment and should be conversant with HR Policy development and its implementation, industrial relations / welfare activities, recruitment/induction/ placement, training & development and change management interventions, compensation and benefit administration, industrial law and their implementation, contract labor management, liaising with various Govt. and statutory/Enforcement agencies, disciplinary matters/ domestic enquiry, etc. work experience in ERP environment etc. will be desirable .

Age limit: 64 Years

Remuneration: Rs. 1,00,000/- (All inclusive) per month.

Job Specification/Job Requirement/Skill competency –

To provide strategic insight/consultancy in HR in following areas :

- Preparation of HR Manuals, Rules and Policies for MIL in line with the DPE guidelines as well as best practices in other reputed institutions/organizations.
- To provide strategic insight in HR for building appropriate Corporate Organizational Structure at the HQ as well as at Unit level.
- Fixation of Pay Scales (Both Executives & Non-Executives), Allowances & benefits and incentives of all employees in line with the DPE guidelines.
- Restructuring the Manpower/Cadre as per the Organization requirement. To frame and implement policy and procedure for hiring and recruitment.

- To frame and implement Performance Management System (PMS) through appropriate annual performance appraisal system, career progression based on objective assessments & succession planning to fulfil the business requirements and as a means to motivate talent & enhancing productivity.
- To develop COMPETENCY BASED PRACTICES for MIL - Behavioural Competency Model to be developed for the Executives and starting of Online Development Centres (ODC) and conducting Competency Development Workshops for addressing identified competencies.
- To establish People Capability Maturity Model (PCMM) in MIL for HR excellence.
- To establish appropriate IR mechanism at Corporate and Unit level in accordance with Labour Codes/Statutory provisions and GOI guidelines.
- To identify capacity building requirements - Skill Assessment and development, Training & Development activities viz: Design and development of Training modules.
- To help MIL Institutes of Learning to develop as Centers Of Excellence and Centers of Specialized Training.
- Guidance on RTI matters, Parliamentary questions and other statutory correspondence with Ministries and other Government bodies.
- Town Planning and Estate Management.
- To frame policy for hiring office space, negotiating and mediating on behalf of the Company.
- Any other related job.

Knowledge:

- Wide exposure to industrial environment in a PSU set up, Organisational Structure, HR Policy development and its implementation.
- Industrial relations / welfare activities, IR Mechanisms, Manpower Planning - recruitment /induction/ placement, Training & Development and change management interventions,
- Compensation and benefit administration, Industrial law and their implementation, Contract labour management, Liaising with various Govt. and statutory/Enforcement agencies,
- Disciplinary matters/ domestic enquiry, etc., Office automation, Work experience in ERP environment etc., will be desirable.
- To frame and oversee and monitor an appropriate Performance Management System (PMS) & Talent Retention through annual appraisal functions, career progression based on objective assessments to fulfil the business requirements and as a means to motivate talent & enhancing productivity.
- Town Planning and Development

2. **Name of the Post:** Company Secretary
Location : Company Headquarter, Pune

Tenure – 24 Months (extendable by another 12 Months).

Number of posts- 01 (UR)

Educational Qualification

Essential: -

Acquired Company Secretary Qualification with Associate/Fellow membership of ICSI along with Graduation in any discipline from a recognized University/Institute.

Knowledge of computers.

Added Advantage: - Full time UG/PG Degree in Law OR Chartered Accountant (Candidates with LLB or CA will be preferred)

Post Qualification Experience: -

For candidates from PSEs/Govt. Sector

No. of years of Experience	Minimum 08 years
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OR

For candidates from Private sector

No. of years of Experience	Minimum 10 years
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OR

For candidates served in Private and Public sector

No. of years of Experience	Minimum 10 years (combined experience in public and private sector)
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Desirable requirement for Private Sector candidates:

The candidates have the required years of relevant post qualification experience in organization which are listed in the NSE/BSE and having an average annual turnover of Rs. 1,000 crores or more (to be ascertained based on its audited annual financial statements of last 3 Financial Years).

Nature of Experience:

Relevant post qualification experience means relevant work experience in a Company Secretarial set-up with good understanding & knowledge of Companies Act, Rules and Regulations, SCRA, SEBI, Competition Act, FEMA Act, maintenance of statutory books/ registers/ records/ etc., Memorandum and Articles of Association etc.

It also includes having good knowledge of process, procedures and formalities of Public issue/ Right issue/ Bonus issue/ Split/ allotment of shares & certificates thereon/ listing of shares/ dividend payment/ monitoring activities of share transfer agents regarding share transfer, etc.

Age Limit - 64 years.

Remuneration –Rs. 85,000/- (All inclusive) per month

Job Specification /Job Requirement

To provide strategic insight/consultancy in Secretarial matters in following areas

- Ensure compliance with Companies Act and all other applicable Statutory and constitutional requirements.
- Maintenance of all Registers and Records as per statutory requirements.
- Preparation and filing of all returns and reports as required by the Companies Act or any applicable statute to the ROC or to any Government authority.
- Ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority.
- Preparation of Agenda for Board Meetings, Annual General Meetings and conduct such meetings in a proper manner and preparation of minutes thereon.
- Preparation of proper Annual Report of the Company in accordance with legal and constitutional requirements. Advising the CMD and the Board on important issues.
- Maintain all Registers and Records as are statutorily required.

Knowledge:

Companies Act and other applicable Statutes, Government/DPE guidelines on Corporate Governance, Company Secretarial Standards issued by ICSI, Procedure of conducting Board Meetings and Annual General Meetings of the Company, preparing Minutes of Board Meetings and Annual General Meetings etc., Preparing Annual Report of the Company, Coordination and liaising with Regulatory Authorities.

Skill/Competency:

To ensure compliance with Companies Act and all other applicable Statutory and Constitutional requirements, maintenance of all Registers and Records as are statutorily required, prepare and file all returns and reports as required by the Companies Act or any applicable statute to the ROC or to any Government authority, ensure compliance with Government Instructions/guidelines on Corporate Governance issued by DPE or any other government Authority.

To prepare Agenda for Board and Annual Meetings and conduct meetings in a proper manner and prepare minutes, draft, prepare and print proper Annual Report of the Company, advise the CMD and the Board on important issues, maintain all Registers and Records as are statutorily required.

Advt. No. and Date.....
APPLICATION FOR THE POST OF



1	NAME (IN CAPITAL)	
2	FATHER's/MOTHER's/HUSBAND's NAME	
3	GENDER	
4	DATE OF BIRTH (DD/MM/YYYY) AGE IN YRS./MONTHS. AS ON THE DATE OF ADEVERTISEMENT	
5	WHETHER BELONGS TO SC/ST/OBC /PWD/OTHERS	
6	HIGHEST QUALIFICATION	
7	TOTAL POST QUALIFICATION WORK EXPERIENCE AS ON THE DATE OF ADEVERTISEMENT	
8	DATE OF RETIREMENT /SEPARATION FROM THE LAST EMPLOYMENT	
i	NAME OF THE COMPANY/DEPARTMENT (WORKING/RETIRED)	
ii	WHETHER CPSE /STATE PSU/ GOVT. DEPARTMENT /REPUTED/LARGE PRIVATE SECTOR ORGANISATION	
iii	POST CURRENTLY HELD ON REGULAR (SUBSTANTIVE) BASIS WITH PAY SCALE, LEVEL AND GRADE PAY (UNDER IDA & CDA PAY SCALES) OR ON THE DATE OF RETIREMENT / SEPARATION.	
9	PRESENT ADDRESS FOR COMMUNICATION	

10	PERMANENT ADDRESS	
11	TELEPHONE/MOBILE NO.	
12	EMAIL	
13	AADHAAR NUMBER	
14	PAN NUMBER	

12. EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualifications from 10 th Class onwards	% of marks obtained/CGPA	Year of passing	Name of School/College	Affiliated institute/university

13. PARTICULARS OF EXPERIENCE.

Name of the Company/ Organization	Post Held	Period of Employment		Pay Scale / Level & Grade Pay in case of PSUs/Govt. Depts.	CTC (In Rs.) in other cases	Major Responsibilities
		From	To			

Additional information, if any, which you would like to mention in support of your suitability for the post:

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Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, also understand that the engagement is purely temporary and contractual and on Fixed Term Basis and it is not against any permanent vacancy and this engagement will not give me any claim for regular/permanent employment in the Company.

Date:

Signature of the candidate

Place:

[Documents to be enclosed (whichever applicable)]

- 1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate).**
- 2. Educational Certificates – Marksheets & Degree (Diploma, Graduation, Post-Graduation)**
- 3. Work experience –**
 - a) Joining-Relieving Letter from Company/Organization.**
 - b) Experience /Service Certificate/Salary statement/Bank Statement issued by Company/Organization (it should indicate date of joining and date of relieving from each organization where worked).**
 - c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).**
- 4. Caste Certificate in case of candidates belonging to reserved category.**

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROFESSIONALS ON FIXED TERM CONTRACT

1. **SELECTION PROCESS:** Selection will be based on qualification and experience and/or performance in the interview/interaction.

a) **SCREENING:** Screening of Applications will be done by a Screening Committee constituted 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. The Company may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria.

b) **INTERVIEW:**

✚ If required, Personal Interview/interaction will be conducted.

✚ 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 and caste certificate (in case of reserved category candidates).

c) All such engagements will be recommended by a Selection Board constituted by the Chairman & Managing Director/MIL.

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 MIL website and call letters will be sent to their 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 MIL website.

2. **TENURE:**

The tenure of contract engagement on full time basis will be normally for the period specified in the advertisement against each post, which is extendable depending on the performance and requirements.

3. **AGE LIMIT:**

The Upper Age Limit for General category candidates shall be as mentioned against each post.

4. **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.

5. DEFINITION OF POST QUALIFICATION WORK EXPERIENCE:

- 5.1. 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.
- 5.2. 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.
- 5.3. Any other nature of experience like freelance experience will not be considered as it is not a full-time job and required number of years of experience cannot be established.
- 5.4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of post qualification experience.
- 5.5. Period of on-the-job training undertaken by the candidates as Management Trainee (MT) / Executive Trainee (ET) / Graduate Trainee (GT) in PSUs after acquiring the requisite qualification mentioned above shall be considered for determining post qualification work experience.
- 5.6. Articleship / Internship / Academic Project / Teaching / Research experience shall not be considered as Post Qualification Experience.
- 5.7. Period of apprenticeship under Apprenticeship Act shall be considered for the purpose of ascertaining required number of years of post qualification experience.

6. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

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

6.1. For Past employment:

6.1.1. 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.

6.2. For Current employment

6.2.1. Experience Certificate with all the details mentioned above.

OR

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

OR

6.2.3. 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

6.2.4. 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. 6.2.2, 6.2.3 & 6.2.3 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.

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

7. **Remuneration:**

✚ Consolidated monthly remuneration as mentioned against each post in the Advt.

✚ Payment will be made after Tax deduction at source. TDS certificate shall be issued by the Company.

8. **Other Terms and Conditions**

- (i) **The engagement is purely temporary and contractual and on Fixed Term Basis 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.
- (ii) The persons engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
- (iii) Total paid leave admissible shall not exceed 15 days in a year.
- (iv) DA, HRA or any other allowances shall not be admissible. No accommodation and Medical facilities will be admissible. However, Company Accommodation may be provided in special cases with the permission of CMD/MIL on payment of applicable licence fees and other charges.
- (v) TA, DA while on official tour will be paid on case to case basis. In case of retired Govt./CPSE personnel, it may be as per his entitlement at the time of retirement. In other cases, it will be decided on case to case basis with the approval of Competent Authority. Company units will provide transit accommodation in their guest houses. Company units may also provide transportation for local travels during such Official tours.
- (vi) The persons engaged can be assigned additional responsibilities/tasks in addition to their specialization and assigned tasks.

- (vii) 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.
- (viii) 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.
- (ix) The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the Company.
- (x) Those working must submit NOC at the time of Interview and should submit proper relieving letter from present employer in the event of selection.
- (xi) The cut-off date for age, qualification and experience will be the date of advertisement.
- (xii) Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xiii) Relaxation of age for SC/ST/OBC- NCL/PWD and Ex-Servicemen/ J&K domicile category will be as per Govt. of India guidelines. Reserved category candidates applying against unreserved post shall be treated as General category and no relaxation shall be given. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the competent authority. OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.
- (xiv) The minimum qualification requirement in terms of percentage of marks/division will be appropriately relaxed for the Candidates belonging to SC, ST and PWD category.
- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) MIL 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 MIL.
- (xix) No TA/ DA shall be paid to any candidate for attending interview in MIL.
- (xx) Engagement of the selected candidate will be subject to medical fitness by the Medical Officer nominated by MIL.
- (xxi) **Police verification report (PVR) is a pre-condition for engagement of the selected candidates. Candidates will have to obtain a formal Police verification report before joining. Necessary Medical Insurance policy for self may also be submitted at the time of joining with MIL.**
- (xxii) **No correspondence will be entertained from the candidates not selected/ interviewed.**

- (xxiii) 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 full fill the criteria, his / her candidature / services are liable for rejection/ termination without notice.
- (xxiv) Any corrigendum/clarifications of the advertisement, if necessary, shall only be uploaded on MIL website (munitionsindia.co.in) and no separate press coverage shall be done for this purpose.
- (xxv) All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Pune only.
- (xxvi) 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.
- (xxvii) MIL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.
- (xxviii) All information regarding this recruitment process would be made available in the MIL website (munitionsindia.co.in) only. Applicants are advised to check the web site periodically for important updates.
- (xxix) **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 Company 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 Company website (munitionsindia.co.in) for latest updates.
- (xxx) 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.
- (xxxi) For any queries regarding this recruitment please send E-mail to careers@munitionsindia.co.in or contact at 020-67080400 on all working days from 10.00 AM to 05.00 PM (Monday to Friday).
- (xxxii) Clarifications/Decisions of the Company in respect of all matters pertaining to this recruitment would be final and binding on all candidates.
- (xxxiii) Any other terms and conditions of engagement can be determined and incorporated with the approval of the Competent Authority.

MIL's DECISION FINAL:

The decision of Chairman & Managing Director, MIL 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.

Last date for receipt of Application at the Correspondence address at MIL HQ : 15 days from the opening date of publication of advertisement in employment news.