

Integrated Headquarters of the
Ministry of Defence (Navy)
6th Floor, Chanakya Bhawan
Chanakyapuri
New Delhi 110021

DX/300/INPA

11 Feb 20

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Western Naval Command
Mumbai 400001

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Southern Naval Command
Kochi 682004

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Eastern Naval Command
Visakhapatnam 530014

The Naval Component Commander
Andaman & Nicobar Command
c/o Navy Office
Port Blair 744102

MoU FOR EMPLOYMENT WITH AMAZON

1. Refer to 044 IG dated 05 Feb 20.

Introduction

2. Memoranda of Understanding for employment of retired/ retiring personnel, NOKs and dependents have been concluded on 31 Jan 20 with Amazon Transportation Services Pvt Ltd and Amazon Seller Services Pvt Ltd.

3. These MoU facilitate permanent employment of retiring / retired personnel, NOKs and dependents in 23 Fulfilment Centres, 19 Sort Centres, 134 Delivery Centres and also provide Work-from-Home opportunities. Retired/ retiring personnel, would be employed based on in-service experience and NOK/ dependents on the basis of suitability

of the candidate. Levels of employment, designations, job roles, minimum educational qualification and indicative CTC ranges are tabulated below:-

(a) Fulfilment Centre.

<u>Ser</u>	<u>Level</u>	<u>Desig</u>	<u>Job Role</u>	<u>Indicative CTC (LPA)</u>	<u>Remarks</u>
(i)	1 & 2	FC Associate	Receive and store pick and pack	1.1-3.5	Work from Home at level 2
(ii)	3 & 4	Lead	Training and monitoring small projects	6-10	-
(iii)	5	Area Manager	Kaizens, manage departments metrics (cut-offs/backlog)	16	-
(iv)	6	Ops Manager	Most Sr. Manager, day to day, floor set up, pack readiness	30	-
(v)	7	Sr. Ops Manager	Labour planning, supervision	As per company policy	-
(vi)	8	Site lead	Responsibility for site (HR, metrics, budget flow)		-

Note: - For levels 7&8, CTC may range from 40 to 70 Lakhs per Annum (LPA).
 Education Qualification – Level 1 & 2 - X standard
 – Others including work from home - Graduate

(b) Sort Centre Structure.

<u>Ser</u>	<u>Level</u>	<u>Desig</u>	<u>Job Role</u>	<u>Indicative CTC (LPA)</u>
(i)	3	Team Leader	Run ops at sort centres	6

<u>Ser</u>	<u>Level</u>	<u>Desig</u>	<u>Job Role</u>	<u>Indicative CTC (LPA)</u>
(ii)	4/5	Station Manager	Responsible for sort centres (HR, metrics, budget flow)	10-18
(iii)	6	Site Lead	Responsible for ops at multiple centres within a city/ cities or a large site	-
(iv)	7	Zonal Manager	Responsible for ATS operations within a region (North, South, East, West)	-

(c) **Delivery Centre Structure.**

<u>Ser</u>	<u>Level</u>	<u>Desg</u>	<u>Job Role</u>	<u>Indicative CTC (LPA)</u>
(i)	3	Team Leader	Run ops at delivery centres	2.5 – 6
(ii)	4/5	Station Manager	Responsible for delivery centres (HR, metrics, budget flow)	10-16
(iii)	6	Territory Manager	Responsible for ops at multiple centres within a city/ cities or a large site	-
(iv)	7	Zonal Manager	Responsible for ATS operations within a region (North, South, East, West)	-

(d) **Work from Home.** Opportunities also exist to work from home for dependents/ NOK. The applicants are required to be graduates with proficiency in English language and basic computer knowledge. This would entail a minimum daily commitment of 8 – 10 hours per day.

Selection Procedure

4. Selection procedure for various levels/ roles is as follows:-

(a) **Site Lead/ Territory Manager/ Zonal Managers.** Screening through phone
 → 3 to 5 rounds of interviews → bar raiser interview → background verification. The process may take upto three months.

(b) **Team Leader/ Station Managers**. Screening through phone → 3 to 5 rounds of interviews → background verification. The process may take upto two months.

(c) **Process Associates/ Supervisors**. Screening through phone → written test → interviews → KYC documentation. The process may take upto one month.

Additional Allowances/ Facilities

5. For its permanent employees, Amazon India provides following additional benefits:-
- (a) Insurance.
 - (b) Medical Insurance.
 - (c) Transport allowance.
 - (d) Laptop & internet allowance (for work-from-home permanent employees).

Training

6. **Post Induction Training**. Two weeks of post-induction training will be carried out by Amazon at its Bengaluru facility (lodging, boarding and traveling allowances will be paid for by the firm).

IN Procedure

7. Applications for employment (*a sample resume format for candidates placed at enclosure*) of retiring officers, retired personnel, NOK/ widows and dependents are to be processed as follows:-

(a) **Retiring Officers**. Retiring officers are to forward their resumes to INPA (email- inpa@navy.gov.in) through Command Placement Cells, duly approved by Commanding Officer/ Osl/C/ CSO (P&A)/ Organisation heads.

(b) **Retired Personnel**. Retired personnel are to forward their resumes directly to INPA by e-mail along with a copy of Service Certificate/ PPO. Retired personnel may also forward resumes through CRSOs and Command Placement Cells after due verification process.

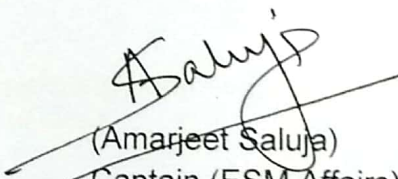
(c) **Retiring Sailors**. Initial interviews of retiring sailors would be conducted at NAVPEN/ Release Centre. Short- listed/ empanelled sailors would, thereafter, be required to follow Amazon selection process.

(d) **NOK/ Widows**. NOK/ Widows may forward resumes through Secy NWWA of respective regions, CRSOs and Command Placement Cells (Secy NWWA → CRSO → Command Placement Cell), after due verification, to INPA.

(e) **Dependents**. Dependents are to forward resumes, after due verification by CRSOs through Command Placement Cells or they may approach DESA/ INPA with proof of relationship.

8. IHQ MoD (N)/ DESA would facilitate the process of employment of retiring/ retired personnel, NOKs and dependents by forwarding resumes received to M/s Amazon. However, final call on selection, pay/ perks, location of employment etc. are the sole prerogative of the firm and no queries/ grievances on these matters would be entertained by DESA.

9. It is requested that contents of this letter be given wide publicity.


(Amarjeet Saluja)
Captain (ESM Affairs)

Enclosure: - Sample Resume Format

Copy to:-

The Commanding Officer
INS India
Dara Shikoh Road
New Delhi 110001

The Commodore
Bureau of Sailors
Cheetah Camp, Mankhurd
Mumbai 400088
The Officer-in-Charge (Release Centre)
Cheetah Camp, Mankhurd
Mumbai 400088

Internal

NA/ VCNS

TA/ COM

SO/ DCNS

SO/ COP

Name and Address

Mobil:
Email:

PHOTO

Senior Management Professional with 15+ years of experience in areas of People Management, Project Management, Technical Leadership, Operations, Contract Management, Commercial Negotiations and Training.

Project Lead - Propulsion Plant Project for Submarine (Present)

Role: End to end responsibility for design, coordination, planning, monitoring, equipment development, contract negotiations with OEMs, Budgets for the project. Role hinged on multi-disciplinary decision making for integration with structural and other functional projects for integration and optimization. Project value: INR 1000+ Cr.

Achievement: Development and delivery of complex indigenous technology with severe specifications for project completion in high levels of change and stringent project timelines.

Head Contracts - Commercial Department (Senior Manager) (From - To)

Role: Responsible for contract management, Floating tenders, procurement of supplies, warehouse/inventory management, offloading of large value repair/ maintenance contracts for warships, issue resolution financials and operational. As representative of Principal Employer handled issues with statutory and legal bodies.

Achievements: TAT reduction through analytical process re-engineering, training and implementation of SAP based financial Information Systems. Initiated E Tendering and E procurement processes and digitization of records for the Naval Dockyard. Improved efficiencies by over 30% in contract cycles. Successfully initiated and executed approx. INR 800+ Cr worth of contracts during the tenure. Effective handling of two legal cases at Mumbai High Court.

Head - Aux and Steam Turbine Department (Senior Manager) (From - To)

Role: Led an industrial shop floor of 200+ technical personnel for maintenance, repair and overhaul of steam auxiliaries/ deck equipment/ Motor driven pumps for fleet of 32-35 ships to ensure timely delivery of equipment in a highly time critical environment.

Achievements: Introduced System of Rotables and improved quality measures to significantly reduce (75%) replacement time of equipment on board ships with improved (90% +) reliability; Managed a highly unionized environment with Nil disruptions to production. Overhauled and installed approx. 450 major equipment through innovative manufacture of parts and improvised production techniques and processes.

Chief Engineer Officer-Warship (From - To)

Role: Refit Project management of three ships; Managed a workforce of 80+ technical combatants; Ensured operational availability of propulsion, power generation and damage control systems on the ship. Advisor to the Captain on all technical matters.

Achievements: Extended running life of the 32 year old warship by over 24 months. Optimised the work package and scheduling to ensure a time saving of six months and major cost reductions.

Head Training (From - To)

Role: Training of 200+ cadets of prestigious Naval Engineering Course for senior technical lead positions in the Indian Navy. Planned and executed Curriculum design (academic and outdoor), Logistics, Coordination with multiple external agencies and event management for inhouse and multi establishment activities.

Achievements: The cadets were selected for the circumnavigation voyage, excelled in various inter college and academy events. Major policy changes for evaluation of cadets and career management through an aptitude based process was introduced for branch selection. Infrastructure improvements completed through major upgradation of living spaces.

Manager - Technical Services (From - To)

Role: Operation and maintenance of four power barges and three mobile generators with an installed capacity of 6 MW.

Achievements: Provided IMS Vikrant with uninterrupted power supply at anchorage for six months with increased operational efficiency. Undertook the maiden refit of three power barges for the full spectrum of activities including hull and equipment.

Professional Accolades

Commendation by Flag officer Commanding In Chief, Western Naval Command for professional excellence.

Academic Qualifications

- 6 month fully residential Certificate Course in Business Management, IIM, Ahmedabad
- Masters in Business Law, National Law School of India University, 2013
- ME, Pune University, 2005 (Course Topper)
- B Tech, JNU, 1998 (Course Topper, Awarded for academic excellence)
- BSc, Goa University, 1994 (Course Topper, Awarded Medal for academic excellence)

Other Qualifications

- Trained Internal Lead Auditor for QMS and EMS systems.

Value Engineering Course from NITIE, Mumbai

Hobbies

Trained Mountaineer and a member of successful expeditions to peaks from 18000 to 23000 feet. A regular participant of boat pulling regattas and marathon runs.