

# AJIT THAPA

HUMAN RESOURCES EXPERTISE AS POSITION HOLDS DIRECTOR OF RECRUITMENT IN NEPAL ARMY| SCHOLAR

---

Kapan Marga, Goreto Galli Block 30, Kathmandu, Nepal|00977-9851107430|thapaa@gmail.com

## PROFESSIONAL SUMMARY

Proficient individual and scholar offering proven skills in HR administration. Dedicated to promoting efficient business operations and high productivity by on boarding well-qualified candidates and minimizing employee turnover. History of driving advancements in training, productivity and team motivation through proactive approaches. Dynamic Human Resources professional bringing 34 years of experience providing guidance on human resources operational topics and challenges. Committed to supporting recruiting in developing, engaging and retaining talented staff. Sound knowledge of operational and logistic matter of Military in crisis situation, sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, outstanding customer service and solid expertise in human resources management.

## SKILLS & ABILITIES

- Lead, motivate, develop and train others.
- Accurately prepare and maintain records, files, reports and correspondence.
- Communicate effectively in both oral and written form.
- Maintain effective interpersonal relationships.
- Complete assignments accurately and with attention to detail.
- Recognize, analyze and solve variety of operational and logistic problems.
- Process and handle confidential information with discretion.
- Work independently and/or in a collaborative environment.
- Strong communication, organizational and negotiation skills.
- Proficient in computer software (i.e. Microsoft Office).
- Professional Interviewing Officer of Nepalese Army.

## WORK HISTORY

Jul 2018 - Jul 2019

**Director of Recruitment and Selection,**  
**Nepalese Army Headquarters – Kathmandu, Nepal**

- As the capacity of Director of Recruitment and Selection, supervise and control over all recruiting activities of Nepal Army.
- To evolve, promulgate and implement policies and instructions for selection of officer cadets and recruitment of all Junior Commission Officers/Other Rank categories.
- To exercise Administration and Technical control over office of Directorate of Recruitment and Selection and responsible for their smooth functioning.
- To evolve, promulgate/publicity for all recruitment activities of Nepal Army.
- To monitor recruitment of all the service selection Centre of Division Headquarters to ensure that laid down policies and standards are observed for overhaul recruitment and selection procedure.
- Close coordination and liaison with Nepal Public Service regarding

policies amendments, instruction and program publications.

- To monitor recruitment and selection process and procedures to bring about improvement whenever necessary.
- Ability to execute recruiting strategy, including employer promotion in the marketplace, candidate management, diversity sourcing and interview process management.
- Strong consulting skills and demonstrated ability to work in a team environment, as a team leader and member.
- Professional skill of conducting one-to-one interview of 6567 candidates of Nepal for officer cadets and other various rank and 80 officers Cadets applicants of Indian Army.
- Possess strong analytical skills with ability to create, measure and scale the right workflow between candidates, hiring managers and the recruiting team.

Jul 2017 - Jul 2018

**Brigade Commander of 3 Brigade,  
Nepalese Army – Kathmandu, Nepal**

- Command and control to the forces (four battalions and two independent companies, about 4354 troops) inside the area of their responsibility to be directly under the directive of the Division Commander.
- To bear the responsibility assigned by the Division Head Quarters.
- To conduct regular training and military exercises and proper management of all the troops of their respective forces.
- To maintain the level of fixed operational readiness of all the units and forces in their respective area, it will be prepared to operate in the direction of the Division Headquarter.
- To keep informed of the security situation inside the responsibility area, report the written report on the regular assessment of Division Headquarters.
- To establish contact and coordinate with the Flanking Formations, other security bodies and administrative heads within the responsibility area.
- Working in "Initiating Officer" will be reported to the Division Commander for the final review, during the annual assessment of the Battalion Commanders and the Independent Company Commanders.
- Visit and oversee of battalion and company time to time and to increase oversight in the morale of the soldiers to increase the spirit of esprit de corps.
- Command and coordination to all seven districts of Western Province of the country.
- Liaison and coordination with Chief District Officers, including other district security chief regarding security of districts, aid to Civil Authority and disaster management including National Upper House and local body elections.

Jun 2016 - Jul 2017

**Director of Air Defence and Brigade Commander 16 Brigade,  
Nepalese Army – Kathmandu, Nepal**

- Command and control the Air Defence forces inside the area of their responsibility to be directly under the directive of the Directorate of Operation of Army HQs.

- To bear the responsibility assigned by the Directorate General of Military Operation.
- To conduct regular training and military exercises, proper management of all the troops of their respective area of operation.
- To maintain the level of fixed operational radishes of all the Air Defence units and forces in their respective areas.
- To keep informed of the security situation inside the responsibility area, the written report on the regular assessment of Army HQs.
- To establish contact and coordinate with the Flanking Formations, other security bodies and administrative heads within the responsibility area.
- Prepare annual assessment reports of the regiment commanders and recommend to higher echelon.
- Conduct inspections visit and supervision of regiments in once a year.
- Maintain discipline and morale of the soldiers to increase the spirit of esprit de corps of all Air Defence units.

Sep 2015 - Jun 2016

**Manager of Managing Medicine Procurement and Control,  
Nepal Army Hospital – Kathmandu, Nepal**

- Provisioning, procurement and distribution of medicine to Nepal Army Hospital, including field hospitals of Division Headquarters.
- Training and provisioning of medicine and supply system in all Division Headquarters doctor commanding officers.
- Coordinating with Nepal Army Hospital commanding officers and Director of Welfare Directorate regarding budgeting, procurement and distribution.
- Training to doctors, pharmaceutical officers, distributors and other official regarding office management, distribution and auditing work.
- Conducting official visit to hospitals and medicine stores for quality control.

Oct 2014 - Sep 2015

**Director of Food, Supply and Transport Directorate,  
Nepalese Army Headquarters – Kathmandu, Nepal**

- Provisioning, procurement and distribution of supplies of food ration, fresh/dry eatable items and FOL (fuels, oil, lubricants).
- Training and provisioning of food and supply system in all Division Headquarters Logistic Office.
- As directorate, take responsibility of a versatile designed the role with wide parameters for multifarious activities of immediate concern to the troops regarding food ration, fresh/dry eatable items and FOL (fuels, oil, lubricants).
- Perspective planning for overall function of Food and Supply Directorate and implementation of policies as directed quartermasters branch of Nepal Army Headquarters.
- Provisioning, procurement and distribution planning and implementation control of certain ration stores for centrally purchased stocks (Meal Ready to Eat).
- Forecasting and budgeting for centrally purchased stocks and provisioning, procurement and distribution planning and implementation control of certain ration stores for centrally purchased stocks.

- Forecasting and review of budgets for FOL, provisioning, monitoring of stocks, disposal of FOL products by provisioning, procurement and distribution planning and implementation.
- Forecast and review of budgets for Cooking Fuel for entire Army Barracks, by provisioning, procurement and distribution planning and implementation.
- Revision and modification of ration scales and allowance in direction of MoD and Quartermaster General in order to introducing new items, fixing free and payment issue rates of centrally procured items, etc.
- Policies and procedures for contract conclusion for food ration, fresh/dry eatable items and FOL (fuels, oil, lubricants), it also analyses feedbacks from units on supply. Monitoring of quality.
- Analyzing feedbacks from units on all supplies and budget management, including monitoring of quality control of all items with arbitration case monitoring and control.
- High level coordination with Public Purchasing Monitoring Office (PPMO).
- Coordinating with food technology and quality control department, Officers of Audit Auditors, General Auditors and Ministry of Defence.
- Providing training related to contract management with newly appointed unit commanders (brigade, battalion and company commanders).
- Conduct Internal Audit Examination and Auditing Test of Food, Supply and Transport Directorate.

Jul 2011 - Aug 2012

**Operation Officer,  
Nepalese Army Eastern Division HQs – Itahari, Nepal**

- Conducted daily operational briefing to the Division Commander.
- Prepare and produced effective ops plan of Internal Conflict and Curfew Plan of whole Eastern Division.
- Maintained the security situation within the Division Area of Operation.
- Advised all Brigade Commanders to make contingency plan and keep troops well trained for operation.
- Liaison with Nepal Army Head Quarter's Director General of Military Operation for operational and security matter of Eastern Division.
- Periodic plan of Division Commander operational visit in related Brigades Area of Operation.

Dec 2008 - Jul 2011

**Commandant of Air Defence School,  
Nepal Army Air Defence School – Kathmandu, Nepal**

- Act as the Chief of School of Air Defence and formulation and dissemination of concepts and doctrines of Air Defence System of Army.
- Evolve joint doctrines of Air Defence in conjunction with other services.
- Carrying out the plan of Air Defence training in coordination with Directorate General of Military Training and conduct various training.
- Conduct plan inspections/audit of relevant training establishments within Air Defense Regiments.
- Assist to all the Air defense regiments in security matters.
- Coordinate and assist in developing the Air Support Plan for Infantry Division.

Oct 2006 - Dec 2008

**Assistant Chief Operation Officer,  
Directorate General of Military Operation (DGMO),  
Nepalese Army HQs – Kathmandu, Nepal**

- Prepare the talking points for DMO/DGMO/CGS/COAS.
- Carry out regular SWOT analysis and assessment of the prevailing security situation at Army HQ level and conduct security briefing to all principal staff officers and commanders of army.
- Evaluating and making necessary recommendations on security matters of the state.
- Making necessary recommendations on Military Doctrine, Concept and Policy to COAS through DMO/DGMO.
- Corresponding and coordination with Ministry of Defence.
- Carry out research works on current issues of National Security.
- Supervising the daily situation reports received from military formations (Infantry Divisions), processing and disseminating to concerned departments.
- Coordinate with other security agencies at central level for operational/security matters.
- Coordinating with Directorate of Public Relations for operational matter.
- Attend meetings and seminars on behalf of COO/DMO/DGMO.
- Coordinate and liaison with Joint Monitoring Coordination Centre (JMCC) of UNMIN.
- Weekly briefing to Chief of Army Staff, Principal Staff General Officers, Directors at Army HQs and other senior head of the various departments of Army HQs.
- Advise DMO on formulating policy and guidelines for Disarmament, Demobilization and Rehabilitation (DDR) for insurgents in the current peace process in Nepal.
- Assist COO/DMO in preparing the contingencies plan for strategic military operation.

Aug 2004 - Oct 2006

**Battalion Commander (Security Head) of National Park,  
Independent Infantry Battalion,  
Chitwan National Park – Kasara, Nepal**

- Security head of the Royal Chitwan National Park (area covers 932 sq km) and command to about 1000 troops.
- Adviser to chief warden regarding security and conservation aspect of the park.
- Commander of an infantry battalion and the main duties included operations mobilization inside the park, advised and conducted supervisory activities while dealing with the local communities.
- Conducted high level coordinating meeting with buffer zone head, NGOs and park chief warden for the security of the park and work as a team.
- Mobilized battalion during internal security and election duty.
- Chief Security Officer of Anti-Poaching Unit.
- Close coordination among civil population in area Buffer Zone of Park and established a strong Civil-Military Relation during Internal Conflict of Country

Dec 2003 - Jul 2004

**Operation Officer,  
Nepalese Army No 1 Brigade, Balaju – Kathmandu, Nepal**

- Produced effective ops plan of whole brigade in internal conflict.
- Maintained the security situation within the Brigade Area of Operation.
- Advised battalion commanders to make contingency plan and keep troops well trained for operation.
- Liaison with Valley Division for operational and security matter of Kathmandu Valley.
- Periodic plan of brigade commander operational visit in related Battalion Area of Operation.
- Conducted daily operational briefing to the brigade commander.

May 2003 - Dec 2003

**Operation Officer,  
National Security Council Secretariat, Singha Durbar – Kathmandu, Nepal**

- Operation and advisory staff work at situation center of NSC.
- Collected and analyzed all relevant direct or indirect national security issues and information from various sources (national, regional and international security sectors).
- Analyzed the information and advice to situation center head by developing different course of action, take calculated risk while recommend best course and possible means and ways to achieve national goals and objectives.
- Actively worked on formulating national security strategy.
- Liaison and coordination with various governmental and non-governmental agencies.

Dec 2002 - Apr 2003

**Operation Officer,  
Nepalese Army Western Division Headquarters – Nepalgunj, Nepal**

- Performed operation duty of Division HQs.
- Informed to the Director of Military Operation regarding situation of Western Area of Operation (24 districts).
- Conducted daily operational briefing to the division commander.
- Liaison with all the Chief District Officers of 24 districts and collect the security information of all the Area of Operation.

Dec 2000 - Nov 2002

**Independent Company Commander (Security Head),  
Bardiya National Park Eastern Sector – Bardiya, Nepal**

- Advise chief warden regarding security and conservation aspect of the park.
- Command an infantry company and ops mobilization inside the park.
- Advise and conduct supervisory activities while dealing with the local communities.
- Conduct coordinating meeting with buffer zone members, concerned NGOs and park chief warden for the security of the park and work as a team.
- Mobilize company during internal security and election duty.
- Advisory task to the Brigade Commander for the security of district and park.

Sep 1999 - Sep 2000

**Operation Officer,  
United Nations Observer Mission Sierra Leone (UNAMSIL) - Sierra Leone**

- Aide-de-camp to Force Commander Maj Gen Bijay Kumar Jetly.
- Collect daily sit rep from various sectors, make summary report and dispatch to DPKO UN HQs New York.
- Liaison duty for JIC meeting, organize meeting and monitoring human rights violence of the country.
- Prepare Joint Information Centre meeting reports and circulate reports to sector HQs and concern government team.
- Advise to the deputy chief military observer about operational matters of UNAMSIL area of operation.
- Liaison between Sierra Leone President and UN.
- Make periodic assessment of Sierra Leone conflict.

Dec 1997 - Sep 1999

**Independent Battery Commander,  
Nepalese Army Air Defense Independent Coy – Surkhet, Nepal**

- Command air defence battery and perform managerial task for the whole Coy.
- Assigned for independent battery commander.
- Advisory task to the Brigade Commander for the role of air defense in brigade area of operation.

Jun 1990 - Dec 1997

**Adjutant Staff Officer,  
Nepalese Army Air Defence Battalion – Kathmandu, Nepal**

- Prepare a plan for protecting VI/VPs of Capital from Air Threat.
- Battery Commander for Medium Battery 37 mm Chinese Air Defense Gun.
- As an instructor for Air Defence Mid-Career Course, conducted 3 set of officers' courses.
- Mobilize training team for the all level of Air Defence courses.

Oct 1992 - Mar 1993

**Multinational Force Mobile Reserve Nepalese Platoon Commander,  
United Nations Interim Force, Lebanon (UNIFIL) – Lebanon**

- Liaison duty with UNIFIL HQs.
- Command Nepalese platoon independently and perform duty with Irish, Norwegian, Ghanaian, Fijian and Sweden Log team.
- To prepare daily morning operational briefing in FMR HQs.
- Conduct reinforces duty in various affected sector of UNIFIL

Jun 1988 - Jun 1990

**Platoon Commander,  
Chitwan National Park, PuranoGorakh – Chitwan, Nepal**

- Conduct daily operational briefing to the Div Commander.
- Operational advisor to the Division Commander.
- Perform operation duty of Div HQs.
- Inform to the Director of Military Operation regarding situation of Western Area of Operation (24 districts).

## EDUCATION

- 2017 **PhD Scholar, Faculty of Humanities & Social Sciences, Tribhuvan University – TU Road, Kirtipur, Nepal**
- Subject: Nepal, India and China: Strategy conundrum and its future strategic chain for cooperation and impact on Nepalese Society.
- Context of sustainable development and prosperity of security guarantee, thus strategic importance of Nepal-India-China must be in trilateral diplomacy.
  - The subject covers specially with the view of security development of a nation.
- 2013 **Master of Philosophy (MPhil) Social Sciences, Tribhuvan University– TU Road, Kirtipur, Nepal**
- State-Society Relations: A Case Study of Civil-Military Relations Aftermath of Earthquake in Kathmandu, Nepal.
- 2010 **Master in Anthropology & Social Sciences, Tri-Chandra Multiple Campus– Durbar Marg, Kathmandu, Nepal**
- A study of rickshaw puller's knowledge, attitude and practice (KAP) about HIV/AIDS/STDs in Kathmandu.
- 2004 **Master of Political Sciences, Tribhuvan University – TU Road, Kirtipur, Nepal**
- 1996 **Bachelor of Arts in Economics and Political Sciences, Tribhuvan University – TU Road, Kirtipur, Nepal**

## TRAINING & CONFERENCES

- Jul 2016 - Aug 2016 **Formulation and Drafting of National Security Policy–** Command and Staff College Shivapuri, Kathmandu, Nepal
- Apr 2016 - May 2016 **Higher Defense Orientation Course-10–** War College Mhau, MP, India
- Oct 2015 - Nov 2015 **The 18th International Symposium Course–** University of National Defence, Beijing, China
- Apr 2014 - Jul 2015 **Higher Command and Management Course–** Army War College, Kathmandu, Nepal
- Jul 2012 - Aug 2012 **Special Course: Interviewing Officer Practical–** Service Selection Board, Bhopal, India
- Aug 2010 - Aug 2010 **Higher Delegations Seminar (10 days) in various sectors–** China



**Beijing's National Defense Academy office visit**– Chengdu, China  
**Lhasa official military visit**

Jul 2008 - Aug 2008      **Special Course: Interviewing Officer Theory**– DefenseInstitute of Psychology Research, Delhi, India

Jan 2007 - Mar 2007      **Chevening Fellowship Course - Reforming the Security Sector in Countries Emerging from Conflict**– Universityof Bradford, UK

Sep 2006                      **Executive Seminar on Operational Law/Military and the Media in Internal Armed Conflicts**– USDefense Institute of International Legal Studies, USA

May 2004 - Jun 2004      **Executive Seminar on Operational Law for Internal Conflicts**– USDefense Institute of International Legal Studies, USA

Aug 2004 - Sep 2004      **Advance Course on Management & Development**– CivilStaff College, Jawalakhel, Kathmandu, Nepal

May 2003 - Jul 2003      **Leadership and Management Course**– CivilStaff College, Kathmandu, Nepal

Sep 2002                      **Wildlife Conservation Seminar**– Bangkok, Thailand

Aug 1998 - Apr 1999      **Command and Staff Course**– NepaleseArmy, Kathmandu, Nepal

Apr 1997 - Oct 1997      **Air Defense Advance Course**– FortBliss, El-Paso, USA

Mar 1996 - May 1996      **Account Staff Course**– Kathmandu, Nepal

May 1995 - Jul 1995      **Junior Staff College**– Kathmandu, Nepal

Mar 1994 - Jun 1994      **Air Defense Mid-Career Course**– Karachi, Pakistan

Apr 1993 - Aug 1993      **Air Defense Young Officer Course**– Karachi, Pakistan

Oct 1991 - Feb 1992      **Coy Commander Course**– Kathmandu, Nepal

Aug 1991 - Oct 1991      **Regimental Signal Course**– Kathmandu, Nepal

Sep 1989 - Mar 1990      **Air Defense Basic Course**– Shijiazhuang, China  
**Chinese Air Defense Weapons and Missile System**– Shijiazhuang, China

Jan 1989 - Aug 1989      **Infantry Young Officer Course**– Kathmandu, Nepal

Feb 1987 - Jun 1988      **Officer Cadet Basic Course**– Kharipati, Nepal

## **AWARDS & Decorations**

2019	<b>Conservation Medal, Nepal Army</b>
2017	<b>National Award (Suprabal Jana Sewa Shree)</b>
2006	<b>Nancy Abraham Conservation Award (Individual)</b>
2005	<b>IUCN Condemnation for the Security Duty in National Park</b>
2000	<b>UNAMSIL Medal</b>
1996	<b>Military Service Medal</b>
1993	<b>Foreign Service Medal</b> <b>UNIFIL Medal</b>

## **LANGUAGES**

- Nepali –Native
- English – Professional
- Hindi – Intermediate
- Bengali – Intermediate

## **WRITTEN ARTICLES**

- Plans to resolve mental illness and suicide incidents in Nepal Army (Deliver Presentation to Principal Staff Officers in Army HQs).
- Career Plan of Juniors Leadership of Nepal Army (Deliver Presentation to Principal Staff Officers in Army HQs).
- Nepal Army Hospital Management, Development and Medicine Budget Management for Medication (Deliver Presentation to Principal Staff Officers in Army HQs).