

NATIONAL PRODUCTIVITY COUNCIL

(Under Department of Industrial Policy & Promotion
Ministry of Commerce & Industry, Govt. of India)

Ref. No. 80704/17(EM)
Date: 19th September 2017

NOTIFICATION FOR CONTRACTUAL ENGAGEMENT ON PROJECT BASIS

Energy Management Group, New Delhi in National Productivity Council (NPC) invites application from the Indian Citizen for the following posts:

S.No.	Post Name	No. of Post	Work Description	Qualification	Experience	Remuneration
1	Project Associate	4	<ul style="list-style-type: none">To assist Energy Management Group for various projects activities in Delhi and other client locations.Data entry and analysis in Microsoft Excel.Data Collection during field visit from client locations.The job requires extensive and frequent travel at short notice, the candidate should not have any constraint towards travelling and tour, that may last from 15-30 days in one go. The expense towards official outside traveling, Boarding & Lodging if any, will be borne by NPC as per NPC rules.	A Graduate in Electrical, Electrical & Electronics Engineering only. Proficiency in English and Hindi Language and Computer Tools namely, MS Excel, Word, power point etc. is essential.	Preferably an experience of 1-2 years related to Data Analysis & Understanding of Electrical transmission & distribution system. File Management, E-mail correspondence essential. Fresher may also apply	Rs.15,000/- to Rs.20,000/- per month commensurate to the qualification and experience.

METHOD OF SELECTION

On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview. Based on the performance in the interview, the candidate shall be offered project specific engagement on contractual basis. Please note no TA/DA will be provided for attending the Interview.

NATURE OF ENGAGEMENT

The candidate shall be engaged on contractual basis initially for a period of 4 months which may be further extended on the basis of review of performance. The engagement shall be purely on contract basis for a period of 4 months which can be terminated earlier also without assigning any reasons thereof. The engagement can be terminated at anytime with a prior notice of 15 days. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

HOW TO APPLY

Interested candidates may please apply in the prescribed Application Proforma with their signature and submit to the following address latest by 26th September 2017:

Director & Head (Energy Management),

National Productivity Council,

5& 6, Institutional Area,

Lodhi Road, New Delhi-110003

Or

Email: emgroup.hq@npcindia.gov.in

The council reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.

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APPLICATION PROFORMA

1. PERSONAL DETAILS

Name		Paste your latest picture
Father's Name		
Date of Birth		
Address		
Contact Number		
E-mail		
Mobile Number		

2. EDUCATIONAL QUALIFICATION

Year	Qualification	Institution	Marks Obtained	Remarks

3. COMPUTER PROFICIENCY (Name of Degree/Diploma /Certificate & name of Institute)

4. WORK EXPERIENCE

S. No.	Designation	Organization	Period		Salary/pm
			From	To	

5. OTHER INFORMATION (Give Details)

6. TERMS & CONDITIONS

- i. The Applicant should send his complete details in all respect in the prescribed Application Performa latest by September 26, 2017 to the following address:

Director & Head (Energy Management Services),
National Productivity Council,
5 & 6, Institutional Area,
Lodhi Road, New Delhi-110003
Or
Email : emgroup.hq@npcindia.gov.in

- ii. Applications which do not meet the eligibility criteria given in this advertisement and/or are unsigned/incomplete in any respect shall be summarily rejected and no communication will be made in this regards.
- iii. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
- iv. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement on client specific requirements/project basis as per agreed terms and conditions.
- v. The engagement **DOES NOT** confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
- vi. NPC reserves its right **NOT TO ENGAGE** any person in response to the advertisement and this is only an invitation to apply for engagement. NPC shall not be liable for any action taken by any person in response to this Advertisement.
- vii. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants will be called for interview.**
- viii. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with photo ID.
- ix. No TA/DA shall be paid to candidates for attending interview.
- x. Selection of the candidates shall be made on the basis of interviews taken by a selection committee. Only short listed candidates shall be invited for the interview.
- xi. The Applicant will be offered a contractual engagement on project basis as per availability and as per mutually agreed terms and conditions.
- xii. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC or its client's officials during or after the termination of the engagement with NPC.
- xiii. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be viewed seriously and his engagement/empanelment will be terminated and **NO FURTHER PROJECT ENGAGEMENTS WILL BE OFFERED.**
- xiv. After the culmination of tenure/project engagement, if the engaged person is found to be involved in demeaning the brand/image of NPC, **a legal action will be taken against him and he will be blacklisted from offering his services to NPC.**
- xv. The candidate will carry his own laptop to undertake the assigned tasks whereas other facilities like internet, printing, etc. will be provided while working at NPC premises.
- xvi. The applicants are advised to provide e-mail address for communication of interview call and selection & no communication will be made by post, the candidates are advised to regularly check the provided email as well as NPC website.
- xvii. The candidate should be willing to work at any location as the projects are based on client specific locations.

Verification

I _____ son or daughter of _____ hereby verify that the information provided by me is true and correct and my application can be summarily rejected if it is found incorrect. I shall further be liable to other legal action. Further, I have read through the terms and conditions and understood them. I agree to these terms and conditions.

Date : _____ (Signature)

Place : _____ Name :