



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of India 5-6
Institutional Area, Lodhi Road, New Delhi -
110003

Advertisement No. NPC/Admin/78/May/2025

Dated 30.05.2025

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC, Head Quarter (HQ), New Delhi invites applications from suitable person(s) for various posts, as detailed below, purely on contractual basis for its various offices.

Post code	Functional role	Eligibility criteria	Work responsibilities	Others
SE/02	Senior Executive	<p>Post-graduate degree in Environmental Sciences/ Sustainability/ Climate Risk or related discipline from a recognized university/institution</p> <p>Minimum 2-4 years of professional experience in the following themes:</p> <ol style="list-style-type: none"> 1. Sustainability reporting, ESG consulting, or corporate disclosures, preferably for public sector banks. 2. Familiarity with BRSR, GRI, TCFD, ISSB, CDP, or other international sustainability frameworks. 3. Strong understanding of ESG materiality, climate risk (physical and transition), and 	<ol style="list-style-type: none"> a. Data Compilation, Data Analysis and its interpretation, Maintenance of Database, and records. Graphical representation of Data. Designing and formatting of Reports. b. Preparation of survey questionnaires and collection of responses in online/ offline mode. c. Carrying out project related field visits d. Data collection, analysis and its interpretation e. Assistance in preparation of reports f. Work in MS-Office, Advance Excel, and Cisco WebEx. g. Files management in e- office. h. Any other task assigned by ECAG officials 	<p>Type of Engagement: Contractual</p> <p>Place Deployment: Environment & Climate Action Group-HQ</p> <p>Number of persons required: 2</p> <p>Contract Period: 1 Year</p> <p>Remuneration: Rs. 33,000/- to 39,000/- Per Month Depending upon experience</p>

		<div>carbon footprint metrics.</div> <div>4. Working knowledge of sustainability performance indicators and disclosures.</div> <div>5. Proficient in MS Office, PowerPoint and Excel</div> <div>6. Coordination with various Stakeholders and agencies</div>		
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Terms & Conditions:

- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NPC or in its associated organizations. The contractual person shall not be entitled to any benefits / compensation/ absorption /regularization of service in the National Productivity Council. The contractual person shall not claim any benefit/compensation/absorption/ regularization of service with NPC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
- **Working Hours, Travelling and Daily Allowance ,Leave etc.**
The contractual person shall be governed as per applicable provisions of NPC for this assignment.
- **General Conditions**
 - In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NPC may terminate the contract at any time without giving any notice and also without assigning any reason thereof.
 - The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.

NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.

Application can be submitted by sending application as per Annex-AF along with self-attested copy of all requisite documents and latest photo via email to ed-admin@npcindia.gov.in on or before 13/06/2025 by 3.00 P.M.

In the subject of the email, code number of the post applied for, should invariably be mentioned (Post code: SE/02) Incomplete applications as well as applications without self-attested copies of documents will be rejected.

Application for engagement as contractual person in NPC

Name	
Mother's/Father's/Husband's Name	
Date of Birth (Self-attested copy of proof of date of birth to be enclosed)	
Address for Correspondence	
Permanent Address	
AADHAR No. (Self-attested copy to be enclosed)	
Contact No./Nos.	
Email ID	
Post applied for	
Educational/Technical Qualification (s) (Documents should be self-attested as true copy)	
Details of experience to be attached in proforma appended as " APPENDIX"	Duly filled proforma "APPENDIX" is attached
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by NPC and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

Signature of the Applicant

APPENDIX

DETAILS OF EXPERIENCE

Period (Starting from the last)	Name of Office/Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature