



**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/111/March /2026**

**Dated 23.03.2026**

**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 the following post, as detailed below, purely on contractual basis for its various offices.

Post Code	Functional role	Eligibility criteria	Others
Conl/01	Consultant (Administration)	<p><b>QUALIFICATION:</b></p> <ul style="list-style-type: none"> <li>Retired from Central Government/State Government/Central Autonomous Body/Public Sector Undertaking.</li> <li>Rich experience in personnel and administration matters (as per Annexure-II), including Establishment Cadre Management, Vigilance, Pay Fixation, Pension, Personnel, APAR/Confidential Cell, and Financial Matters.</li> <li>Well-versed in Central Government rules and regulations.</li> <li>Good knowledge of examining books of accounts and scrutiny of Audit/Inspection reports.</li> <li>Strong analytical ability, writing skills, good command of English &amp; Hindi, and proficiency in noting and drafting.</li> </ul>	<p><b>Type of Engagement</b></p> <p>Pure Contract Basis</p> <p><b>Place of Deployment:</b></p> <p>NPC-HQ ADMIN (Delhi)</p> <p><b>Number of persons required:</b></p> <p>01 (One )</p> <p><b>Contract Period:</b></p> <p>One year</p> <p><b>Remuneration:</b></p> <p>50% of (last pay Basic) plus current DA at time of remuneration fixation.</p>

## **Anexure-II: Responsibilities**

The Consultant will handle and be responsible for the following:

- e-HRMS Portal Management: AI-powered HR platform of Govt. of India.
- RTI cases under RTI Act, 2005.
- Legal consultancy on court cases.
- Preparation and issuance of Seniority Lists.
- Audit observations and compliance.
- Reservation Roster, revival, and creation of posts.
- Disciplinary cases as per CCS (CCA) Rules.
- Appointments through various modes.
- Upgradation of pay scales; pay fixation on promotion, deputation, short-term contract, or direct recruitment.
- LTC cases; all kinds of leaves; Children Education Allowance; MACP; DPC.
- Process of leave management (Head Office/Regional Directorates).
- Issuance of APAR (Annual Performance Appraisal Report) for NPC employees.
- Advice on personnel and legal matters; promotions & transfers.
- Employee grievances, RTI, and audit issuance.
- Amendment of Recruitment Rules and handling vigilance cases.
- GeM (Government e-Marketplace) rules.
- Monitoring of Government Autonomous Body rules.
- Any other work assigned by the Competent Authority.

## **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 other-wise, 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
  
- No laptop will be provided by the Organization.

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 [npc036902@gmail.com](mailto:npc036902@gmail.com) on or before **06/ 04/2026 by 3:00 pm**.

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Conl/01). Incomplete applications as well as applications without self-attested copies of documents will be rejected**

### Application for engagement as contractual person in NPC

<b>Name</b>	
<b>Mother's/Father's/Husband's Name</b>	
<b>Date of Birth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>AADHAR No.</b> (Self-attested copy to be enclosed)	
<b>Contact No./Nos.</b>	
<b>Email ID</b>	
<b>Post applied for</b>	
<b>Educational/Technical Qualification (s)</b> (Documents should be self-attested as true copy)	
<b>Details of experience to be attached in proforma appended as " APPENDIX"</b>	<b>Duly filled proforma "APPENDIX" is attached.</b>
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

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**

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

**Name/Signature\_\_\_\_\_**