



**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/118/July /2026**

**Dated 10.07.2026**

**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 various posts, as detailed below, purely on contractual basis for its various offices.

| S.No | Functional role   | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                              | Others                                                                                                                                                                                                                                                                                              |
|------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <b>Consultant</b> | <ul style="list-style-type: none"> <li>Graduate in any discipline from a government recognized university/institution</li> </ul> <p>6 years and above professional experience including:</p> <ol style="list-style-type: none"> <li>Experience in environment management domain.</li> <li>Undertaken plastic waste management studies.</li> <li>Experience in monitoring and evaluation of projects which includes in-depth research, data collection, data analysis through questionnaires, and reporting writing.</li> <li>Experience in operating e-office including preparing of draft notings.</li> <li>Proficiency in MS Office Suite (Word, PowerPoint, Excel), Adobe Photoshop, Adobe Illustrator, and e-office etc.</li> </ol> | <ol style="list-style-type: none"> <li>Carrying out project-related field visits, in-depth research.</li> <li>Data collection from various online platforms and its analysis.</li> <li>Graphical representation of data.</li> <li>Assistance in preparation of project reports.</li> <li>Assistance in end to end recruitment process.</li> <li>Assistance in training programs/event s.</li> <li>Preparation of survey</li> </ol> | <p><b>Type of Engagement:</b><br/>Contractual</p> <p><b>Place of Deployment:</b><br/>Environment &amp; Climate Action Group-HQ, New Delhi</p> <p><b>Number of person required:</b><br/>one(01)</p> <p><b>Contract Period:</b> 01 Year</p> <p><b>Remuneration</b><br/>75,000/- Per Month (Fixed)</p> |

| S.No | Functional role | Eligibility criteria | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Others |
|------|-----------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| .    |                 |                      | <p>questionnaires and collection of responses in online/ offline mode.</p> <p>h) Day to day tasks including preparing note-sheets in e-office, processing vendors bills using e-office/e-file systems, coordinating with various vendors etc.</p> <p>i) Designing training program brochures/templates and report cover pages to create professional and engaging materials.</p> <p>j) Sending emails to multiple agencies and laboratories regarding tender submissions and empanelment opportunities.</p> <p>k) Prepare project performance of the Group/Division.</p> <p>l) Maintain updated</p> |        |

| S.No | Functional role            | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                          | Others                                                                                                                                                                                                                                                                       |
|------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| .    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>records of completed and ongoing projects of the department.</p> <p>m) Work on MS-Office, PowerPoint, Excel, Adobe Photoshop, Adobe Illustrator</p> <p>n) Managing &amp; Operating e-office and CISCO WebEx Platform.</p> <p>o) Any other task assigned by ECAG officials</p>                                                                                                                               |                                                                                                                                                                                                                                                                              |
| 2.   | <b>Senior Professional</b> | <p>Postgraduate degree in Environmental Sciences/ Environmental Engineering from a government recognized university/institution.</p> <p>3 years and above professional experience including:</p> <ol style="list-style-type: none"> <li>1. Experience in environment management domain.</li> <li>2. Experience related to Air Pollution Control Devices (APCDs), including their technologies, selection criteria, performance evaluation, and environmental compliance requirements.</li> <li>3. Proficient in MS Office, PowerPoint and Excel.</li> </ol> | <p>a. To undertake site visits and preparation of report including Data Compilation, Data Analysis and its interpretation.</p> <p>b. Data Compilation, Data Analysis and its interpretation,</p> <p>c. Maintenance of Database, and records.</p> <p>d. Graphical representation of Data. Designing and formatting of Reports.</p> <p>e. Preparation of surveyquestionnaires and collection of responses in</p> | <p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> Environment &amp; Climate Action Group-HQ, New Delhi</p> <p><b>Number of persons required:</b> 01</p> <p><b>Contract Period:</b> 01 Year</p> <p><b>Remuneration:</b> Rs. 55,000/- Per Month</p> |

| S.No | Functional role          | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                      | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Others                                                                                                                                                                                                                                                                                                     |
|------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| .    |                          |                                                                                                                                                                                                                                                                                                                                                                                           | <p>online/ offline mode.</p> <p>f. Files management in e-office.</p> <p>g. Any other task assigned by ECAG officials.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                            |
| 3.   | <b>Project Executive</b> | <p>Graduate degree in B.Tech / B.E. in Environmental Engineering / Civil Engineering from a government recognized university/institution.</p> <p>4 years and above professional experience including:</p> <ol style="list-style-type: none"> <li>1. Environment Impact Assessment (EIA) studies and Environment Management Plan.</li> <li>2. Experience in Environment Audits.</li> </ol> | <ol style="list-style-type: none"> <li>a. Preparation of Technical Proposal and Reports.</li> <li>b. Data Compilation, Data Analysis and its interpretation, Maintenance of Database, and records. Graphical representation of Data. Designing and formatting of Reports.</li> <li>c. Preparation of survey questionnaires and collection of responses in online/ offline mode.</li> <li>d. Carrying out project related field visits</li> <li>e. Data collection, analysis and its interpretation</li> <li>f. Assistance in preparation of reports</li> <li>g. Work in MS-Office, Advance Excel, and Cisco WebEx.</li> <li>h. Files management in e-office.</li> <li>i. Any other task assigned by ECAG officials.</li> </ol> | <p><b>Type of Engagement:</b><br/>Contractual</p> <p><b>Place of Deployment:</b><br/>Environment &amp; Climate Action Group-HQ</p> <p><b>Number of persons required:</b> 01</p> <p><b>Contract Period:</b> 01 Year</p> <p><b>Remuneration:</b><br/>Rs. 57,000/- Per Month depending on the experience.</p> |

| S.No | Functional role               | Eligibility criteria                                                                                                                                                                                                                                                                                                                                                                                                                                         | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Others                                                                                                                                                                                                                                                                                        |
|------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.   | <b>Young Professional-I**</b> | <p>Professional degree in the Environmental domain from a reputed institute having relevant experience of 0–1 years.</p> <p>Professional experience including:</p> <ol style="list-style-type: none"> <li>1. Environmental issues related to Plastic Waste Processing (PWP) units. Such as Plastic recycling units, waste to energy, waste to oil, cement plants and road construction.</li> <li>2. Proficient in MS Office, PowerPoint and Excel</li> </ol> | <p>a) Conduct technical studies and field assessments related to Plastic Waste Processing (PWP), waste management, Extended Producer Responsibility (EPR), and preparation of Comprehensive Industry Documents (COINDS), including sampling coordination, inspections, monitoring, data analysis, and technical reporting.</p> <p>b) Assist in preparation and review of project reports, environmental assessments, regulatory documentation, technical presentations, meeting records</p> <p>c) Request for Proposals (RFPs), tender documents, e-Office file</p> | <p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> Environment &amp; Climate Action Group-HQ</p> <p><b>Number of persons required:</b> 01</p> <p><b>Contract Period:</b> 01 Year</p> <p><b>Remuneration:</b> Rs. 60,000/- Per Month depending on the experience</p> |

| S.No | Functional role                | Eligibility criteria                                                                                                                                                                                                                                                                                                    | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                              | Others                                                                                                                             |
|------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|      |                                |                                                                                                                                                                                                                                                                                                                         | <p>processing, and stakeholder communications related to waste management and environmental projects.</p> <p>d) Evaluate infrastructure and construction projects from technical and environmental perspectives, including feasibility assessment, project planning, engineering coordination, compliance evaluation, and monitoring of project implementation activities.</p> <p>e) Any other task assigned by ECAG officials</p> |                                                                                                                                    |
| 5.   | <b>Young Professional-II**</b> | <p>Professional degree in the Environmental/Ecology/Sustainability from a reputed institute having relevant experience of 0–1 years.</p> <p>Professional experience including:</p> <ol style="list-style-type: none"> <li>1. Climate risk, biodiversity assessments and environmental monitoring activities.</li> </ol> | <p>a) Support implementation of sustainability, climate action, biodiversity, ecological assessment, environmental management, and research-</p>                                                                                                                                                                                                                                                                                   | <p><b>Type of Engagement:</b><br/>Contractual</p> <p><b>Place of Deployment:</b><br/>Environment &amp; Climate Action Group-HQ</p> |

| S.No | Functional role | Eligibility criteria                                                                                                                                                                                                | Work responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Others                                                                                                                                                              |
|------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| .    |                 | <p>2. Proficiency to AI/ML-assisted data analysis, GIS mapping, route planning and spatial analysis.</p> <p>3. Carbon neutral agricultural technologies</p> <p>4. Proficient in MS Office, PowerPoint and Excel</p> | <p>related projects.</p> <p>b) Conduct data compilation, data analysis, interpretation, graphical representation, database management, and preparation of analytical summaries and dashboards.</p> <p>c) Assist in preparation of technical reports, sustainability assessments, research studies, presentations, concept notes, and project documentation.</p> <p>d) Coordinate with various stakeholders for project implementation and stakeholder engagement.</p> <p>e) Support international sustainability initiatives involving climate-smart agriculture, technology evaluation, ecological assessments, biodiversity-related studies, and multi-stakeholder consultations.</p> | <p><b>Number of persons required:</b> 01</p> <p><b>Contract Period:</b> 01 Year</p> <p><b>Remuneration:</b> Rs. 60,000/- Per Month depending on the experience.</p> |

| S.No | Functional role | Eligibility criteria | Work responsibilities                                                                                                                            | Others |
|------|-----------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| .    |                 |                      | f) Assist in organization and coordination of workshops, training programmes, stakeholder consultations, conferences, and national-level events. |        |

**Note: \*\* The following categories of institutions may be considered as reputed institutions :**

1. The Indian Institute of Science (IISc), Bengaluru.
2. All Indian Institutes of Technology (IITs).
3. All Central Govt. Universities offering relevant programmes in Environmental Engineering, Environmental Science, Ecology, Sustainability, Climate Change, Natural Resource Management, and allied disciplines, including institutions such as Jawaharlal Nehru University (JNU), the University of Delhi (DU), the Indira Gandhi National Open University (IGNOU), the Central University of Kerala, and the Central University of Rajasthan, the Indian Institute of Forest Management (IIFM), the National Centre for Biological Sciences (NCBS), the Sálim Ali Centre for Ornithology and Natural History (SACON) etc.
4. All State Govt. Universities and institutions offering specialized programmes in Environment & ecology and allied such as Netaji Subhas University of Technology (NSUT), University of Hyderabad, Pondicherry University, Savitribai Phule Pune University, Kerala University of Digital Sciences, Innovation and Technology (KUDSIT), Cochin University of Science and Technology (CUSAT) etc.
5. Institutions ranked within the top 100 in the latest National Institutional Ranking Framework (NIRF) under the Engineering, Overall, University, Research, and Allied Sectors, or other relevant subject categories.

### **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 [npc036902@gmail.com](mailto:npc036902@gmail.com) on or before **20/07/2026 by 3:00 pm.**

**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><br>(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><br>(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><br>(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.</b><br><b>(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**

**DETAILS OF EXPERIENCE**

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

**Name/Signature**