



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 06.05.2025

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
Conl/01	Consultant	<p>Qualification:-</p> <ul style="list-style-type: none"> Graduate from a recognized university/institution <p>Experience:-</p> <p>Minimum 6 years of relevant professional experience including:</p> <ol style="list-style-type: none"> Assessment of Single Use Plastic (SUP) and availability of sustainable alternatives. End-to-end recruitment process for engaging Young Professional(YPs)/ Graduate Engineer Trainees (GETs) on a contractual basis. Project related field visits, in-depth research, data collection, data analysis, and reporting writing, including drafting and noting in e-office 	<ol style="list-style-type: none"> Carrying out project-related field visits, in-depth research, data collection and analysis, preparation of project reports. Assistance in end to end recruitment Preparation of survey questionnaires Graphical representation of data Noting, drafting in e-office Work on MS-Office, PowerPoint, Excel, Adobe Photoshop, Adobe Illustrator Managing & Operating e-office and CISCO WebEx Platform Any other task assigned by ECAG Officials 	<p>Type of Engagement:</p> <p>Contractual</p> <p>Place of Deployment:</p> <p>Environment & Climate Action Group-HQ</p> <p>Number of person required: 01</p> <p>Contract Period: 1 Year)</p> <p>Remuneration: Rs. 50,000/-Per Month</p>

- 4. Designing survey questionnaires and collecting responses through both online and offline modes.
- 5. Data visualization and graphical representation of findings.
- 6. Proficiency in MS Office Suite (Word, PowerPoint, Excel), Adobe Photoshop, Adobe Illustrator, and e-office.
- 7. Experience in managing and operating e-office and CISCO WebEx platforms.
- 8. Strong documentation, coordination, and communication skills.
- 9. Ability to manage multiple assignments with attention to detail.
- 10. Prior work experience in a government organization.
- 11. Ability to multitask and work under tight deadlines

SE/0 2	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 carbon footprint metrics. 4. Working knowledge of sustainability performance indicators and disclosures. 5. Proficient in MS Office, PowerPoint and Excel 6. Coordination with various Stakeholders and agencies 	<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 of Deployment: Environment & Climate Action Group-HQ</p> <p>Number of persons required: 2</p> <p>ContractPeriod:1 Year</p> <p>Remuneration: Rs. 33,000/- to 39,000/-Per Month Depending upon experience</p>
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PE/03	Project Executive	<p>Graduation in Environmental Science/ Civil Engineering/ Chemical Engineering from a recognized university/institution</p> <p>Minimum 1 to 3 years of working experience in the following themes:</p> <ol style="list-style-type: none"> 1. Carrying out project related field visits 2. Data collection, analysis and its interpretation 3. Assistance in preparation of report 4. Proficient in MS Office, PowerPoint and Excel. 	<p>a. Data Compilation, Data Analysis and its interpretation, Maintenance of Database, and records. Graphical representation of Data. Designing and formatting of Reports.</p> <p>b. Preparation of survey questionnaires and collection of responses in online/ offline mode.</p> <p>c. Work in MS-Office, Advance Excel, and Cisco WebEx.</p> <p>d. Files management in e-office.</p> <p>e. Any other task assigned by ECAG officials</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: Environment & Climate Action Group-HQ</p> <p>Number of persons required: 1</p> <p>Contract Period: 1 Year</p> <p>Remuneration: Rs. 25,000/- to 31,000/- Per Month depending upon experience</p>
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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 21/05/2025 by 3.00 P.M.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. CONL/01, SE/02 & PE/03). 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

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