



**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/25/Feb/2022**

**Dated 15.3.2023**

**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
IE/01	<b>Senior Executive</b>	Post Graduate in any discipline from a Government recognised University/Institution  Minimum 2 years of relevant experience in the area of data analysis & compilation, MIS preparation, co-ordination with State Government departments	<ul style="list-style-type: none"> <li>• Liaisoning with State Government officers</li> <li>• Data Cleaning &amp; Management</li> <li>• Monitoring of data quality</li> <li>• Advanced statistical Data Analysis in MS Excel</li> <li>• Drafting letters &amp; Minutes of Meeting</li> <li>• Preparing power point presentations</li> <li>• Conducting field surveys &amp; stakeholder consultations</li> <li>• Assist in Evaluation of proposals for Financial Assistance</li> <li>• Assisting State/UTs in RFP preparation</li> </ul>	<p><b>Type of Engagement:</b> Full Time</p> <p><b>Place of Deployment:</b> IE Group, HQ, New Delhi</p> <p><b>Number of persons required:</b> 1 nos.</p> <p><b>Contract Period:</b> 11 months</p> <p><b>Remuneration per month (in Rs.):</b> Rs. 33,000 to 36,000 per month depends upon experience</p>
IE/02	<b>Senior Consultant</b>	Masters in Statistics/Operations Research from a Government recognised University/Institution	<ul style="list-style-type: none"> <li>• Finalisation of Training/workshop modules</li> <li>• Testing of the Mobile Application and Dashboard</li> <li>• Taking sessions in All India and Zonal</li> </ul>	<p><b>Type of Engagement:</b> Full Time</p> <p><b>Place of Deployment:</b> IE Group, HQ, New Delhi</p> <p><b>Number of persons required:</b> 1 no.</p>

Post code.	Functional role	Eligibility criteria	Work responsibilities	Others
		Minimum 15 years of relevant experience in the area of statistical analysis and training on statistics	workshops <ul style="list-style-type: none"> <li>Monitoring of the survey and collection of tourism statistics in State/UTs</li> <li>Providing technical advice on methodology to State/UTs.</li> </ul>	<b>Contract Period:</b> 06 months  <b>Remuneration per month (in Rs.):</b>  Rs. 65,000/-

- Candidates must have knowledge of advanced MS Excel and other MS office applications.
- Candidate must have good communication skills in English & Hindi.

### **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](mailto:ed-admin@npcindia.gov.in) on or before **30/03/2023 by 3:00 pm**.

In case of the selected candidate being any retired person from any Government/CPSE/autonomous body/statutory body, the remuneration shall be "50% of the last salary drawn (Basic + D.A)".

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. IE/01, IE/02,). 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 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\_\_\_\_\_