



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/35/May/2023
Dated 18.05.2023

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt. of India 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 eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

Post Code	Functional role	Eligibility criteria	Work responsibilities	others
HRM/01	Consultant	<p>Qualification: Retired person from ancestral/state government department/ministry. Preferably from any police organization like Delhi Police, other State Police organizations or Central police forces in India.</p> <p>Work Experience in manpower projection, establishment matters, cadre review etc. is desired.</p>	<p>To assess the client organisation's mandate, structure, functions, processes, KRAs etc. on "As-Is Where-Is" basis across the length and breadth the organization and suggest re-organization of the organizational features for better and efficient management & service delivery using Technical and/or Mathematical Tools.</p> <p>To study the impact of latest/ongoing changes in the systems and functioning of the organization and suggest technical changes including IT Systems and automation and Key Business Process Changes.</p> <p>To undertake field visits and discussions, devise framework, data collection & analysis, report writing, presentation of findings & recommendations to Client, as per requirement of the Project.</p> <p>To guide/assist the study team with their organisation/function/</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: HRM, HQ, Delhi</p> <p>Number of persons required: One (1)</p> <p>Contract Period: Till the completion of the project (tentatively 6-7 months)</p> <p>Remuneration: Lump sum remuneration of up to Rs.2.5 lakhs commensurate to Qualification, Work Experience and Performance during Interview process and shall be paid by NPC as per defined milestones.</p>

			<p>process/rules & regulations/domain/sector etc. specific knowledge and experience which Consultant have gathered due to their prior job profile, consultancy projects and/or association with other organisations.</p> <p>To actively take part, if asked for, in the deliberations, discussions, workshops, presentation to higher officials/management, report writing etc.</p>	
HRM/02	Senior Executive	<p>MBA or equivalent degree in Personnel Management/ Human Resource Management/Operation Management or equivalent degree.</p> <p>Desirable Experience:</p> <ul style="list-style-type: none"> •Specialization in operation research, data business analytics, HR analytics , organization design/development etc shall be preferred. • Min. 1 Year relevant work experience with any reputed firm(or minimum six months with NPC) in organization restructuring /BPR/Manpower Studies/Review of HR Policies etc. shall be preferred. 	<p>To support the Study Team in execution of the assignment by data collection, data formatting, excel sheet data analysis working, minutes noting, database management, support in Report writing and formatting for Printing, inputs for presentation, etc. as per the directions obtained from Reporting officer/ Immediate Supervising person/Group Head (HRM).</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: HRM, HQ, Delhi</p> <p>Number of persons required: Eight (8)</p> <p>Contract Period: 1 year, extended as per the requirement of the project</p> <p>Remuneration: Rs. 33,000- 42,000/- per month commensurate to Qualification, Work Experience and requirement of the project</p>

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.

All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

- **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.
- Only shortlisted candidates will be called for interview/personal discussion.
- 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 25/05/2023 by 03:00 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. HRM/01 & HRM/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.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)	
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