



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/29/April/2023

Dated 20.04.2023

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

Post Code.	Functional role	Eligibility criteria	Work responsibilities	Others
M:01	Senior Consultant (Air pollution Control)	<p>Education/ Qualification</p> <p>1. B.E/B-Tech (Civil/ Environment/ Chemical/ Mechanical)</p> <p>Desirable:</p> <p>2. Master's in environmental science/related subjects</p> <p>3. Ph.D.</p> <p>Experience:</p> <p>13 years and above professional experience in Air Pollution Prevention and Control</p>	<p>Development of contents for Online Air pollution control technology platform, which indicatively includes:</p> <ol style="list-style-type: none"> Collating Acts & policies with respect to air pollution prevention and control such as: Acts, rules, Guidelines, policies, reports, Journals, research etc. Industry specific standards for Emissions Collating Air Pollution control technologies such as: Indigenous technologies, imported technologies, Clean technologies, future technologies etc. National and international case studies for prevention and control of air pollution List of Technology providers (national and international) Design of Industrial ventilation, duct, and Air pollution Control equipment etc Air pollution modelling and analysis Air pollution monitoring (ambient and stack emission) Mechanisms for controlling Fugitive emissions Health impact of Air pollution 	<p>Type of Engagement :Contractual</p> <p>Place of Deployment: online/ offline at HQ, NPC</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: (5 Months).</p> <p>Lumpsum remuneration: upto Rs. 3,75,000</p> <p>Payment Terms:</p> <ul style="list-style-type: none"> • <i>Deliverable 1:</i> 20% on submission of concept & workplan • <i>Deliverable 2:</i> 40% on

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		<p>(Preference will be given to the person having worked with MoEF&CC, CPCB, SPCB, Other Govt. or Autonomous institutes, Premier Institutes like IITs/ NITs)</p>	<p>11. Major court orders of hon'ble supreme court, NGT</p> <p>12. Air pollution sampling and Analysis standard procedures</p> <p>13. Technologies leveraging for reduction of GHG emissions, improvising energy efficiency</p> <p>Any other requirement arises during execution of assignment.</p> <p>Note:</p> <ul style="list-style-type: none"> All EIA sector specific Air pollution control aspects to be covered. The deliverables to be prepared in word, excel, ppt, image, video etc. formats without copyright issues. 	<p>submission of Draft contents</p> <p>Deliverable 3: 40% on submission of final contents (Payment is subjected to acceptance of deliverables by NPC)</p>
M:02	Senior Consultant (Waste Management)	<p>Education/Qualification:</p> <p>1. B.E/B-Tech (Civil/ Environment/ Chemical/ Mechanical)</p> <p>Desirable:</p> <p>2. Master's in environmental science / related subjects</p> <p>3. Ph.D.</p> <p>Experience:</p> <p>13 years and above professional experience in Waste Management (six wastes)</p> <p>(Preference will be given to the person having worked with MoEF&CC, CPCB, SPCB, Other</p>	<p>Development of contents for Online Waste Management technology platform, which indicatively includes:</p> <p>1. Collating Acts & policies with respect to Waste Management including Solid, Biomedical, Plastic, E-waste, C&D waste, Hazardous and Other Industrial waste such as: Acts, rules, Guidelines, policies, EPR mechanism, concepts of Reduce-Reuse-Recycle, Circular Economy, Opportunities, reports, Journals, research etc.</p> <p>2. Industry /commercial establishments specific standards for waste management</p> <p>3. Collating Waste Management technologies such as: Indigenous technologies, imported technologies, Clean technologies, future technologies etc.</p> <p>4. National and international case studies for waste management and waste generation & disposal statistics of the India</p> <p>5. List of Technology providers (national and international)</p> <p>6. Design of Secured/sanitary Landfill, Composting techniques, RDF technologies, incineration technologies, Recyclables, Waste to wealth opportunities, Proper handling of waste including sorting, segregation, material recovery, collection, secondary storage, shredding, baling,</p>	<p>Type of Engagement :Contractual</p> <p>Place of Deployment: online/ offline at HQ, NPC</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: (5 Months).</p> <p>Lumpsum remuneration: upto Rs. 3,75,000</p> <p>Payment Terms:</p> <ul style="list-style-type: none"> Deliverable 1: 20% on submission of concept & work plan Deliverable 2: 40% on submission of Draft contents Deliverable 3: 40% on submission of final contents

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		Govt. or Autonomous institutes, Premier Institutes like IITs/ NITs)	<p>crushing, loading, unloading, transportation, processing, and disposal of solid wastes etc.</p> <p>7. Mechanisms for controlling Fugitive emissions / odour from facilities</p> <p>8. Health impact of Waste generation</p> <p>9. Major court orders of Hon'ble supreme court, NGT</p> <p>10. Waste sampling and Analysis standard procedures</p> <p>11. Standard practices for effective and efficient waste management</p> <p>12. Initiatives of Govt of India in waste management such as Swachha Bharat Mission, Swachha Sarvekshan, Smart cities, climate resilience, star rating of garbage free cities etc.</p> <p>13. Eradication of Single use plastic and providing alternative eco-friendly products Any other</p> <p>Note:</p> <ul style="list-style-type: none"> All EIA sector specific The deliverables to be prepared in word, excel, ppt, image, video etc. formats without copyright issues. 	(Payment is subjected to acceptance of deliverables by NPC)
Em:01	Project Executive	<p>Qualification: B-Tech(Electrical/Mechanical/Chemical Engineer with experience in training and consultancy)</p> <p>Experience: 1 Year Experience in relevant filed</p>	<p>Carrying outfield visit, data analysis and interpretation etc.</p> <p>In addition to above the following ongoing support is required:</p> <p>Carrying out project-related field visits, identification of concerning parameters for the audit. Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters.</p> <p>Assistance in Preparation of</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: EM Gr. HQ, NPC</p> <p>Number of persons required: 1</p> <p>Contract Period: One Year Remuneration: 25000/- month</p>

			<p>Report. Proficient in MS Office, Advance Excel Identifying suitable Tenders/EoIs, RFPs and assisting the group consultants in preparation and submission of the same. Preparation of RFPs, opening & evaluation of bids, presenting the case to the committee</p>	
Pk:01	Account Executive	<p>Qualification: Essential: Graduation from recognized University</p> <p>Desirable: Post graduation Management/ CA Inter</p> <p>Experience: 3+years of post qualification experience in accounting in Tally.</p>	<p>Accounts Personnel:</p> <ul style="list-style-type: none"> • Maintain all accounts work in Tally • Preparation of Invoices • Entry of receipt in tally and preparation of receipt voucher of SBI Jaipur A/c and journals voucher of payment received at IOB HQ A/c • Processing of payment of various parties against bill in Tally and preparation of journals/payment voucher and preparation of ECS details for bank • Preparation of monthly GST Return i.e. GSTR 1 & 3B & GSTR7 and yearly GSTR 9 & 9C • Preparation of Income Tax TDS Return Quarterly form 24Q (Salary) & 26Q (Non Salary) • Preparation of various statement from Tally i.e. advance paid, advance adjusted, Bank reconciliation statement • Finalisation of Annual Accounts • Preparation of Audit • Typing, formatting in MS Office, i.e MS Word, Excel and Powerpoint • Any other work as assigned 	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: Panchkula</p> <p>Number of persons required: 01</p> <p>Contract Period: One Year</p> <p>Remuneration: 31,000</p>

Hr:02	Project Executive	<p>Qualification: Graduation in any discipline from a government recognized university/institution. Engineering degree/MBA in Personnel Management/Human Resource Management/Operating Management/IT management or equivalent will be preferred.</p> <p>EXPERIENCE: Min. 1 Year relevant work experience. Consultancy experience (minimum six months) with NPC or any other reputed firm in Organization Restructuring/BPR/Manpower Studies/Review of HR Policies etc. shall be preferred</p>	<ul style="list-style-type: none"> Project Executive shall support the Study Team in execution of the assignment by conducting field study, 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>Type of Engagement: Full time basis, monthly remuneration</p> <p>Place of Deployment: HRM GR., HQ, New Delhi</p> <p>Number of persons required: 03 (three)</p> <p>Contract Period: 4-6 months, may be shortened/extended as per the requirement of the project</p> <p>Remuneration: Rs. 25,000 -37,000/- per month depending on previous experience</p>
HR/06	Office Executive	<p>Qualification: Graduation in any stream</p> <p>Experience: 1 year working experience as secretariat work</p> <p>Knowledge of rules concerning with office</p>	<p>a) Perform administrative support functions such as records files and e-office file procedure</p> <p>b) Supervise and coordinate the daily activities and operations of the office activities and assisting in conducting training programmes</p> <p>c) Any work assigned by the Competent Authority</p>	<p>Type of Engagement: Pure Contractual Engagement</p> <p>Place of Deployment: HRM Group, HQ Delhi</p>

		&, noting and drafting, records and files management.	<p>Number of persons required: 1 (one)</p> <p>Contract Period: one year</p> <p>Remuneration: Rs. Twenty Five Thousand per month (Rs. 25,000 /- pm)</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 08/05/2023 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. M:01, M:02, EM:01, HR:02 HR:06 & PK:01). 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__