



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/06/July/2022
Dated 19-07-2022

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 eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(N/01)	Senior Executive	<p>Qualification: MSc. in Agricultural Science from the government recognized University/Institution with good academic record and computing skills.</p> <p>Experience: 2 years minimum experience in conducting research and field survey/data collection</p>	<ul style="list-style-type: none">• Preparation of survey questionnaires and collection of responses in online/ offline mode.• Scanning Internet extensively for extracting relevant content related to specific topics.• Have good command over English language and should be able to think logically about the content being researched.• Data collection, entry & analysis.• Assisting in Report writing and PPT presentations• Willing to travel different parts of Country for field Survey/Data Collection	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: AB Group-HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: Six Months</p> <p>Remuneration: Rs. 33,000/- Per Month</p>

(N/02)	Senior Executive	<p>Qualification: MSc. in Fisheries Science from the government recognized University /Institution with good academic record and computing skills.</p> <p>Experience: 2 years minimum experience in conducting research and field survey/data collection</p>	<ul style="list-style-type: none"> • Preparation of survey questionnaires and collection of responses in online/ offline mode. • Scanning Internet extensively for extracting relevant content related to specific topics. • Have good command over English language and should be able to think logically about the content being researched. • Data collection, entry & analysis. • Assisting in Report writing and PPT presentations • Willing to travel different parts of Country for field Survey/Data Collection 	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: AB Group-HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: Six Months</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
(R.01)	Sr. Executive	<p>Qualification: M.Tech / M.Sc (Food Tech / Dairy Tech / Agri Science) from the government recognized University/Institution</p> <p>Experience: Minimum 5 Years</p> <p>Desirable: The person should have ISO 22000 Lead Auditor Certification, experience in conducting atleast 10 Dairy audits, experience in conducting atleast 10 warehouse inspections, experience of working with Inspection Body Accredited by NABCB under ISO 17020</p>	<ul style="list-style-type: none"> • Conduct of Third Party Food Safety Audits for FSSAI. • Conduct of WDRA warehouse inspections • Maintaining documentation as per ISO 17020. • Coordination with NABCB for the Annual Surveillance Assessment of NPC • Empanelment of Food Safety Auditors to undertake Food Safety Audits • Empanelment of Inspecting Officers to undertake WDRA warehouse Inspections • Conduct Webinars, Online Training Programs and Onsite Training Programmes related to Food Safety. • Preparation of Proposals for undertaking Audit work as per FSSAI requirement. • Managing Day to Day Activity of Inspection Division 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Inspection Division, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: One Year</p> <p>Remuneration: Rs. 42000/- Per Month</p>

(I.01)	Support Executive	<p>Qualification: Class 12 pass</p> <p>Desirable: Knowledge of Computer, office procedures.</p> <p>Knowledge of English, Hindi, Bengali (spoken, reading, writing) is preferred.</p>	<ul style="list-style-type: none"> • Undertaking Dispatch, Filing, Delivery letters/ proposals /reports etc. locally. • Carrying payment advice /cheques to bank, assisting in accounting work. • Typing work, Photo copy work, Serving tea & snacks to guest & staff. • Local liaison for office maintenance work. • Library books, stationery items stock records maintaining; cleaning of office. • Any other activities as & when assigned etc. Assisting in day to day office activities. • Maintaining supplies & equipment, helping in maintenance of various records, Letter writing, tender filling. • Any other activities as & when assigned etc. 	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: Kolkata</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: As per minimum wages applicable.</p>
(V.01)	Office Executive	<p>Qualification: Graduate in any discipline from a government recognized university/institution</p> <p>Experience</p> <ul style="list-style-type: none"> • 3 years of working experience in administration. • Minimum speed of 80 wpm in shorthand and typing speed of 50 wpm in computer. <p>Desirable: e-office knowledge</p>	<p>Routine office works including handling of correspondence, preparing daily agenda and email flow, maintaining records including filing and indexing, maintaining file records, attending telephone calls, preparing agenda of meetings, supportive documents and notes, preparing draft letters/memos, preparing agenda, Minutes of Meeting, compliance reports, MIS repots etc., supporting Officer-in-Charge in day to day administrative and office work, etc.</p>	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: Admin. Group, HQ-Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 31000/- per month</p>
(K.01)	Technical Executive	<p>Qualification: B.E / B.Tech / M.Tech in Computer Science (CS) / Information Technology (IT) / Electronics and Communication Engineering (ECE) or equivalent OR</p> <ul style="list-style-type: none"> • MCA / DOEACC ('B' or 'C' Level) with 	<ul style="list-style-type: none"> • Administering, managing and maintaining the eOffice instance including deploying latest patches / updates whenever provided by NIC eOffice Team. • Configuration and management of VMs/ Servers and Storage at Local Data Centre (LDC) in accordance 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Information Technology Group, HQ, New Delhi</p> <p>Number of persons required: 01 (One)</p>

		<p>specialization in computers or equivalent OR</p> <ul style="list-style-type: none"> • M.Sc. in Computer Science / Information Technology/ Electronics with specialization in computers or equivalent <p>Experience: Minimum 2 years of relevant experience</p>	<p>with eOffice Deployment Guidelines.</p> <ul style="list-style-type: none"> • Master Data (capturing organization and employee data) Preparation, Collection and Submission (for configuration of eOffice instance) & Master Data Standardization • Capturing Basic, Primary, Secondary & Tertiary Head used in organization for opening of file & File Heads • Overall technical responsibility of managing eOffice Instance (frontend & Backend) 	<p>Contract Period: 1 year</p> <p>Remuneration: Rs. 28000/- per month</p>
(O-01)	Senior Executive	<p>Qualification:</p> <p>M.A.in Economics (60% of marks)</p> <p>Preference will be given to those candidates with</p> <ul style="list-style-type: none"> • Econometrics/Statistics having good academic record and computing skills. <p>Experience: 2 years Experience in conducting research and field survey/data collection</p>	<ul style="list-style-type: none"> • Have good command over English language and should be able to think logically about the content being researched. • Preparation of survey questionnaires and collection of responses in online/ offline mode. • Scanning Internet extensively for extracting relevant content related to specific topics. • Assisting in Report writing and presentations • Willing to travel different parts of Country for field Survey/Data Collection 	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: One year</p> <p>Remuneration: Rs. 33,000/- Per Month</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.
- **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 **02/08/2022 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. N/01 etc.). 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_____