



**National Productivity Council**  
**Under DPIIT, Ministry of Commerce & Industry, Government of India**  
**5-6 Institutional Area, Lodhi Road, New Delhi - 110003**

**Advertisement**  
**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.

S. No.	Functional role	Eligibility criteria	Work responsibilities	Others
1	Advisor	<p><b>Qualification</b> Retired person from a central/state government department/ministry. Preferably from any State / central PSUs</p> <p><b>Work Experience</b> in manpower projection, establishment matters, cadre review etc. is desired.</p>	<ol style="list-style-type: none"> <li>To bring in industry knowledge, best practices, and a broader perspective to ensure that the revised rules align with organizational goals.</li> <li>To identify potential risks associated with the revision process and provide recommendations for mitigating these risks.</li> <li>To offer insights into industry trends and help the organization navigate challenges.</li> <li>To assist in communicating the changes to stakeholders,</li> <li>To ensure that the revised rules are well understood and accepted by all relevant parties.</li> </ol>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> RD, Bhubaneswar</p> <p><b>Number of persons Required:</b> 01(one)</p> <p><b>Contract Period:</b> Till the completion of the project (tentatively 5-7 months)</p> <p><b>Remuneration:</b> Lump sum remuneration of up to Rs.50,000/- commensurate to Qualification, Work Experience and Performance during Interview process and shall be paid by NPC as per defined milestones</p>
2	Consultant	<p><b>Qualification</b> MBA or equivalent degree in Management/ Human Resource Management/Operation Management or equivalent degree.</p> <p>Minimum 15 years of post PG Qualification</p> <p><b>Work Experience</b> in manpower projection,</p>	<ol style="list-style-type: none"> <li>To provide specialized expertise in areas such as human resources, organizational development, and legal compliance.</li> <li>To contribute to the development of the Integration Plan and offer insights into aligning R&amp;P rules from different years.</li> <li>To analyze existing recruitment and post-recruitment processes, providing recommendations for improvement.</li> <li>To assist in designing effective guidelines for contractual engagement, trainee recruitment, and promotional avenues.</li> </ol>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> RD, Bhubaneswar</p> <p><b>Number of persons Required:</b> 01(one)</p> <p><b>Contract Period:</b> Till the completion of the project (tentatively 5-7 months)</p> <p><b>Remuneration:</b> Lump sum remuneration of up</p>

		<p>establishment matters, cadre review etc. is desired.</p> <p>Specialization in operation research, data business analytics, HR analytics organization design/development etc shall be preferred.</p> <p>Min. 3+ 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> <p>Higher qualification &amp; Experience in the above-mentioned areas may be given preference</p>	<p>5. To ensure that the revised rules and guidelines comply with legal and industry standards.</p> <p>6. To help the organization avoid legal pitfalls and implement ethical practices.</p>	<p>to Rs.2.0 lakhs commensurate to Qualification, Work Experience and Performance during Interview process and shall be paid by NPC as per defined milestones</p>
3	<b>Project Executive</b>	<p><b>Qualification</b></p> <p>Graduate Degree in Any discipline</p> <p><b>Work Experience</b> in operation research, data business analytics, HR analytics shall be preferred.</p> <p>Technical Qualification like BE/ BTech/ MBA in any discipline may be preferred</p>	<p>1. To assist Team leader, Consultant &amp; Advisor for planning and executing the entire project.</p> <p>2. To provide effective collaboration and communication throughout the revision process.</p> <p>3. Accountable for the quality of deliverables. to work closely with the Advisor and Consultant to review the revised rules and guidelines, ensuring they meet organizational standards and objectives.</p> <p>4. 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.</p>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> RD, Bhubaneswar</p> <p><b>Number of persons Required:</b> 01(one)</p> <p><b>Contract Period:</b> 12 months or extended as per the requirement of the project</p> <p><b>Remuneration:</b> Rs. 20,000- 37,000/- per month commensurate to Qualification, Work Experience, and requirement of the project</p>
4	<b>Advisor (IMS Expert)</b>	<p><b>Qualification</b></p> <p>Graduate with Full time Post Graduate degree in Personnel Management/ Human</p>	<p>1. Review of existing system and gap analysis w.r.t ISO standards (ISO9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 50001:2018)</p>	<p><b>Type of Engagement:</b> Lump-Sum Basis (Contractual)</p> <p><b>Place of Deployment:</b> RD Bhubaneswar</p>

	<p>Resource Management or equivalent degree with minimum 10 Year relevant work experience with any reputed firm</p> <p><b>Desirable Experience:</b>  •Implementation of either IMS or individual standards ISO 9001, 14001, 45001, 50001. in steel sector.</p>	<p>2. Guidance for documentation of IMS (ISO9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 50001:2018), integration of all the four ISO standards, Review of IMS Manual as per requirement of above four standards.</p>	<p><b>Number of persons required:</b> One (1)</p> <p><b>Contract Period:</b> 3 months( Approx)</p> <p><b>Remuneration:</b> Lump sum remuneration of up to Rs.30000/- commensurate to qualification, Work Experience and Performance during Interview process and shall be paid by NPC as per defined milestones.</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](mailto:ed-admin@npcindia.gov.in) on or before **15/01/2024 by 3:00 pm**.

**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 appended 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**

**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 \_\_\_\_**