



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/02/May/2022
Dated 27-06-2022

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Gol 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.

(A/01)	Office Executive	<p>Qualification Graduate in any discipline</p> <p>Experience 4 years working experience of supervisory, administrative principles, and practices preferably in Government organizations</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of government rules concerning, office & purchase procedures, noting and drafting, records and files management, e-office practices <p>Knowledge of Tamil language (spoken, reading, writing) is</p>	<ul style="list-style-type: none"> • Perform administrative support functions such as records, files, data management, registers maintenance, oversees stores management, preparing correspondence, monitoring leaves of staff, handling AMC and insurance relates activities • Plan and organize the purchase of office supplies in accordance with GFR rules in coordination • Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors • Schedule and prioritize office activities to meet operating requirements • Evaluate the work of housekeeping and gardening staff • Provide necessary training, guidance, and 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Chennai, Tamil Nadu State</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: One year</p> <p>Remuneration: Rs. 34,000/- Per Month</p>
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		preferred.	<p>motivation to staff as per induction training manual</p> <ul style="list-style-type: none"> • Initiate and maintain orderly records in compliance with manual of office procedures • Supervise the efficient use of office supplies and maintenance of office equipment. 	
(F/01)	Consultant	<p>Qualification: <u>Essential:</u> Graduate in Engineering from a government recognized university/institution</p> <p><u>Desirable:</u> Graduate/Post Graduate in Industrial/ Production/Mechanical Engineering / MBA</p> <p>Experience: 6-9 years of Work</p> <p>Experience preferably in Industrial Engineering domain.</p> <p>Knowledge of Gujarati Language (spoken, reading & writing) is preferred.</p>	<ol style="list-style-type: none"> i. To provide inputs for undertake Organizations re-structuring ii. To undertake time and motion study on shop floor. iii. To collect and analyze relevant data during the fieldstudy. iv. To carry out interactions with shop-floor employees/Office Employees during field study. v. To provide inputs for reportpreparation / presentationsincluding suggestions for improvement. 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Gujarat</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 6 Months</p> <p>Remuneration: Rs. 50,000 /- to Rs 60,000/- per month depending upon the experience.</p>
(F/02)	Project Executive	<p>Qualification: <u>Essential:</u> Graduate in Engineering from a government recognized university/institution</p> <p><u>Desirable:</u> Industrial/ Production/Mechanical Engineering domain</p>	<ol style="list-style-type: none"> i. To undertake time and motionstudy on shop floor. ii. To collect and analyze relevant data during the fieldstudy. iii. To carry out interactions with shop-floor employees/Office Employees during field study. iv. To provide inputs for 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Gujarat</p> <p>Number of persons required: 02 (Two)</p> <p>Contract Period: 1 Year</p>

		<p>Experience: 1 -3 years of Work Experience preferably in Industrial Engineering domain.</p> <p>Knowledge of Gujarati Language (spoken, reading & writing) is preferred.</p>	<p>reportpreparation / presentationsincluding suggestions for improvement.</p>	<p>Remuneration: Rs. 25,000 /- to Rs 31,000/- per month depending on the experience.</p>
(V/01)	<p>अनुवादक (अंग्रेजी-हिंदी)</p>	<p>1.स्नातक डिग्री (बी.ए.) में एक विषय हिंदी के रूप में अनिवार्य।</p> <p>2. किसी मान्यता प्राप्त संस्थान से अनुवाद (ट्रांसलेशन) कोर्स में डिप्लोमा अनिवार्य।</p> <p>3. अंग्रेजी से हिंदी और हिंदी से अंग्रेजी में अनुवाद करने में सक्षम हो।</p> <p>4. हिंदी एवं अंग्रेजी टंकण के साथ-साथ बेसिक कंप्यूटर एप्लीकेशन जैसे एमएस ऑफिस, एक्सेल, पावरपॉइंट आदि का ज्ञान होना आवश्यक है।</p> <p>5. 1 वर्षों के अनुभव के साथ</p>	<p>1. अंग्रेजी से हिंदी और हिंदी से अंग्रेजी में अनुवाद करने में सक्षम हो।</p> <p>2. हिंदी एवं अंग्रेजी टंकण के साथ साथ बेसिक कंप्यूटर एप्लीकेशन जैसे एमएस ऑफिस, एक्सेल, पावरपॉइंट आदिका ज्ञान होना आवश्यक है।</p>	<p>इनगेजमेंट का प्रकार पूर्ण रूप से संविदा आधार पर</p> <p>तैनाती की जगह हिंदी प्रकोष्ठ मुख्यालय नई दिल्ली</p> <p>लोगों की संख्याह 1 (एक)</p> <p>अनुबंध/संविदा की अवधि एक वर्ष</p> <p>पारिश्रमिक 25,000/-रूपये प्रति माह</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 **11/07/2022 by 03:00 pm**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg., A/01, F/01, F/02, V/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__