



NATIONAL PRODUCTIVITY COUNCIL

(Under Department of Promotion of Industry & Internal Trade, (DPIIT), Ministry of Commerce & Industry, Govt. of India)

ENGAGEMENT OF PROJECT MANAGER AND CONSULTANTS ON PROJECT BASIS

National Productivity Council (NPC) is an apex organization to generate productivity awareness and consciousness across the country. It mentors and supports organizations to improve their triple bottom line – economic, environmental, and social outputs and outcomes, through generation and application of advanced knowledge. NPC provides unrivalled holistic solutions for improving productivity and competitiveness **through a slew of services viz. consultancy, training for capacity building, action research, Evaluation Studies etc.** customized to suit the client's needs.

To scale-up its operations and ensure effective delivery of its services, NPC invites applications for project-based engagement from experienced professionals to work with Environment Group team at RD Delhi, NPC or CSIR-NEERI, Delhi Zonal Centre for execution of joint projects of NPC and CSIR-NEERI. Those possessing requisite qualifications and experience with an impeccable track record may apply. The engagement of experts/consultants may be up to a maximum period of **one year** initially (location- New Delhi), which may be extended depending upon project requirements.

1. Project Manager (01 Post)	
*Experience	More than 10 Years' experience. <ul style="list-style-type: none">Working on Environmental Clearance Process, Environmental audit, EIA, Environmental Multi-sectoral Policy and standards, report writing and documentation with international agencies and institute of repute.Candidate must have experience in working and handling on large scale multi-institution or collaborative/consortia projects, with knowledge on international best practices on environment.
**Remuneration (Per month all Inclusive)	1.00 – 1.50 Lakhs

2. Consultant I (02 Post)	
*Experience	<p>More than 5 Years' experience.</p> <ul style="list-style-type: none"> Working on Environmental Clearance Process, Environmental audit, Environmental Multi-sectoral Policy and standards, report writing and documentation with international agencies and institute of repute. Experience in development of Standard Operating Procedures and preparation of standard formats, related to environment audit/inspection, and development of guidance document or knowledge products and assessment of organizational capacity building needs in line with NSQF and SCJ/NSDC. Experience in working with industries on environmental aspects related to reporting by industries on environmental parameters and related inspection and documentation by the state agencies like CPCB/SPCB/CGWA/SEIAA/DEIAA etc.
**Remuneration (Per month all Inclusive)	60K - 1.00 Lakhs
3. Consultant II (02 Post)	
*Experience	<p>More than 5 Years' experience.</p> <ul style="list-style-type: none"> Working experience in the field of environmental assessment w.r.t. environmental service evaluation, environmental economics, and ecosystem service evaluation etc and report writing and documentation with international agencies and institute of repute. <p>AND/OR</p> <p>More than 5 Years' experience.</p> <ul style="list-style-type: none"> Working experience in preparation of DPR for laying out Software Requirement Specifications (SRS) & Functional Requirement Specifications (FRS) for development of a E-tool/Web computational tool. Experience in data analytics, machine integration, data structure, back-end development, and SQL/JAVA/ Python programming languages with proves skill -setting NLP, Pandas etc.
**Remuneration (Per month all Inclusive)	60K - 1.00 Lakhs

NOTE:

- *The candidate should possess deep knowledge in the field of Environmental Science and Engineering.
- ** The monthly remuneration will be based on the qualifications and experience of the candidate.
- The number of posts may vary depending on the need and progress of the project.
- Last date of application: **10th October 2021**

ROLES AND RESPONSIBILITIES

The primary roles of the consultant will be as follows: (but not limited to)

- a) Lead/contribute/participate in the project activities as detailed under objectives and scope of work including any additional activities, assigned in the interest of the project
- b) Lead/contribute in preparing project-related reports, materials, guides, manuals, and other resources as and when required.
- c) Lead/contribute/participate/organize internal and external meetings, seminars, workshops, and communicate with multi-institutions for data collection and analysis.
- d) Maintain close, functional, and reliable communication with related contacts, with the view of enhancing trust and confidence between the NPC and its related counterpart institutions
- e) Lead/contribute to team management and foster team spirit within the sectorial team and towards the overall office, contributing to the nurture of a friendly and collaborative environment
- f) Keeping highest ethical and moral standards as a professional working in a NPC institution, and in mindful collaboration with other colleagues of the team
- g) Undertake proper project management of assigned projects, ensuring timely decision and processing of requests by preparing explanatory notes, minutes of the meeting and reports, etc., keeping records as required for the accountability per the NPC rules and regulations, with the view of achieving project targets and goals;

MODE OF SELECTION:

Applications will be shortlisted based on qualifications and relevant experience in the field. Only short-listed candidate will be notified about further course of action.

HOW TO APPLY:

All eligible and interested candidates may send their detailed CV (application) along with power point presentation (Maximum 5 slides) indicating Suitability of Candidature (SOC) for job specified, key strengths, work experience and plans for next three years (in bullet points). as per the details mentioned below:

- ❖ Subject heading of E-mail: “Application for the post of “**PROJECT MANAGER / CONSULTANT I / CONSULTANT II**”
- ❖ Candidate may send their application to: hemant.k@npcindia.gov.in

General Terms & Conditions

1. The engagement will be purely on contractual/temporary basis and initially will be valid for a period of approx. 12 months, which may be extended for a further period

on the basis of work requirement & upon assessment of the performance and subject to approval of competent authority.

2. Applicants are requested to ensure their eligibility before applying.
3. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
4. The selected candidate will be required to work as per the project requirement
5. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates will have no right whatsoever to claim for any permanent job subsequently at NPC.
6. The NPC will reserves the right not to engage any person against advertisement Notice without assigning any reason. No correspondence will be entertained in this regards.
7. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement as per agreed terms and conditions.
8. The engagement **DOES NOT** confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
9. NPC reserves its right **NOT TO ENGAGE** any person in response to the advertisement and this is only an invitation to apply for engagement. NPC cannot be held liable under any circumstances whatsoever for any action taken by any person in response to this Advertisement.
10. All the applications will be screened for qualification and completeness. Applications complete in all manner will be notified with regard to further course of action.
11. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
12. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be reviewed seriously and his/her engagement / empanelment will be terminated and **NO FURTHER ENGAGEMENTS WILL BE OFFERED.**
13. After the culmination of tenure / engagement, if the engaged person is found to be involved in demeaning the brand / image of NPC, legal action will be taken against him/her and he/she will be blacklisted from offering his/her services to NPC.
14. The applicants are advised to provide their active e-mail address for communication. The candidates are advised to regularly check their e-mails as well as NPC website.