

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

Advertisement No-100 NPC/Admin/ DEC/2025
Dated 20-12-2025
Engagement of retired government employees as Sr. Advisor
(IT) (Pay Level 13/14) on a contract basis

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of Economy. National Productivity Council, HQ is inviting applications from suitable and experienced Personnel for the post Sr. Advisor (IT) (Pay Level 13/14) purely on contractual basis in its office located at Lodi Road, New Delhi.

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(SA/01)	Senior Advisor (IT)	<p>1. Retired from a Central/State Government position at an equivalent level (e.g., Level 13 / 14 or Sr. Director / DDG Equivalent level).</p> <p>2. Should not have been retired voluntarily or as matter of punishment.</p> <p>Required experience:</p> <p>a) End-to-end e-Governance project leadership covering Analysis & Design, SRS, RFP/DPR preparation, development, testing, hosting, rollout, and capacity building</p> <p>b) Leading large project teams (100+ members) and managing nationwide rollouts</p> <p>c) Use of open-source technologies, API-based integration, data analytics, and AI/ML adoption</p> <p>d) System testing, cloud/IT infrastructure, email & cloud migration</p> <p>e) Cybersecurity, information security, CERT-In</p>	<p>1. Administration and management of e-Office, eHRMS, SPAROW systems</p> <p>2. Oversight of Digital Signature Management and related security measures.</p> <p>3- Social Media Management, which includes digital content strategy, creation, publication, public engagement, performance analytics, and regulatory compliance with Government digital communication standards.</p> <p>4- IT infrastructure operations including network administration, hardware and software maintenance.</p> <p>5- Helpdesk and user support services for NPC staff.</p> <p>6- Any other support as may be required by NPC</p>	<p>Type of Engagement:</p> <p>Contractual</p> <p>Place of Work:</p> <p>IT Group at HQ,NPC New Delhi</p> <p>Number of persons to be empanelled:</p> <p>01(One)</p> <p>Period:</p> <p>1 year</p> <p>Remuneration:</p> <p>10,000/- Daily Basis subject to maximum of 15 days/Month not more than 03 month in year</p>

		<p>compliance, DPDP Act compliance, and application security</p> <p>f) Compliance with GIGW 3.0, DBIM, WCAG 2.1 and other global standards</p> <p>g) Public service digitalization, multi-department workflow automation, and LMS/digital learning ecosystem integration</p> <p>h) Strong stakeholder management and coordination with multiple ministries/departments</p> <p>Maximum age limit: The maximum age limit for engagement is generally 65 years, depending on expertise and fitness.</p>		
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i) Period of engagement

ii. Tenure: The initial contract period is typically one year, extendable annually based on performance and functional requirement, up to a maximum of five years after superannuation or until the age of 65 years, whichever is earlier. The tenure of contract can be reduced or terminated at any time by either party with a notice period (usually one month).

iii. Selection Procedure The engagement will be purely on contract basis. Application received in response to the advertisement will be shortlisted on the basis of experience and qualification of applicants.

iv. Remuneration :- For Senior Advisor -10,000/- Daily Basis subject to maximum of 15 days/Month not more than 03 month in year. The amount so fixed remains unchanged during the contract period; no annual increment or percentage increase is allowed. No DA, HRA, or residential accommodation is admissible.

v. Scope of Duties:- During the period of such engagement, the Senior Advisor should be required to perform any work as assigned to them by the concerned Divisional Heads in the Department in which they would be posted to work as Senior Advisor.

vi. Leave:- The Senior Advisor would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

vii. TA is admissible for Senior Advisors as per Administrative Instructions (AI 830) Dated 11.02.2022, subject to approval of the Competent Authority.

viii. Office time and working hours:- Engagement of Senior Advisors would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an

hour lunch break from period of contractual engagement. Working hours are generally normal office hours, but Senior Advisors may be required to work late or on holidays as per exigency of work without extra pay, if required.

ix. Tax deduction at Source:- The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

x. Confidentiality of data and documents The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Senior Advisor shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. The Senior Advisor should also enter into a non-disclosure agreement with the Department.

xi. Conflict of Interest:- The Senior Advisor appointed by this office, shall in no case represent or give opinion or advice to others in any matter which averse to the interest of this Department. Senior Advisor must sign a non-disclosure and integrity undertaking and avoid any conflict of interest.

xii. Termination of service:- The contractual appointment may be terminated at any time by the concerned Division for unsatisfactory performance on notice of 10 days and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice. If Senior Advisor wants to quit the job, he/she may do so by giving a 15 days' notice. The Department may enhance this notice period for further 15 days, if necessary.

Guidelines for the submission of the application :

The duly completed application in prescribed proforma at Annexure-AF should be sent to email ID npc036902@gmail.com , by 28.12.2025 with subject bearing "Application for the Senior Advisor (IT)". No other means of submission of application will be entertained. Any application received after the last date of submission will not be entertained.

The application should be submitted with the following self-attested scanned documents in PDF format:-

- a. Copy of retirement notification
- b. Copy of Pension Payment Order (PPO)
- c. Certificate in support of educational qualification & experience.

This engagement will be regulated as per the NPC service rules. The engagement is done on a case by-case basis depending on the functional necessity and specific requirements of the organization.

Annex-AF

**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

APPENDIX

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 _____
