



National Productivity Council

National Productivity Council

Under DPIIT, Ministry of Commerce & Industry, Government of India

5-6InstitutionalArea,LodhiRoad,NewDelhi-110003

Advertisement NPC/Admin/63/Dec/2024

Dated 23.12.2024

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 productivitypromotionanddisseminationthroughconsultancy,research,andtrainingactivitiesindifferentsectors of economy.

NPC, Head Quarter (HQ), New Delhi invites applications from suitable person(s)for the following post, as detailed below ,purely on contractual basis for its various offices.

| Post code . | Functiona l role | Eligibility criteria | Work responsibilities | Others |
|-------------|-------------------|--|--|---|
| PE/01. | Project Executive | <ul style="list-style-type: none">B.E/B-Tech (Mechanical/ Environment/ Civil)1to2yearsprofessional experienceProficiency in computer skills, data analysisProficiency in Communications kills, report writing | <ul style="list-style-type: none">a. Data Collection and Analysis (from Industry /field). Coordination with clients.b. Report Writing and Designingc. Necessary support required in execution of the projects and other work areas of Environment Management including Sustainability studies & water Audit, Waste Audit etc.d. Studies includes field visits PAN Indiae. Coordinating NPC's Training Programs | <p>Type of Engagement: Contractual</p> <p>Place of Deployment: HQ Delhi</p> <p>Number of persons required:01</p> <p>Contract Period: February 2025-January 2026, (12 Months) and can be further extended upto 1year.</p> <p>Remuneration: Rs.25000 to 28000 per month. (Depending upon qualification and experience).</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.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.
- All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

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 07/01/2025 by 03:00 pm.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. PE/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

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 |
|--|--|---|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |